Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional[1] agreement 2019-2021
between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

UNIVERSIDADE **NOVA** DE LISBOA

TUDelft

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[2] (email, phone)	Website (eg. of the course catalogue)
Technische Universiteit Delft	**NL DELFT01**	**Institutional coordinator:** Ms. Drs Gerdien de Graaf Institutional Erasmus+ coordinator, Central International Office Tel.: +31 15 2788012 Email: g.degraaf@tudelft.nl Ms. Els Jacobs International Affairs Advisor, International Office - Faculty of Applied Sciences Tel.: +31 15 27 82744 Email: InternationalOffice-TNW@tudelft.nl	www.tudelft.nl/exchange www.tnw.tudelft.nl
Universidade Nova de Lisboa – Faculdade de Ciências e Tecnologia	**P LISBOA03**	**Institutional Coordinator:** Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 **Subject Area Contact:** Prof. Isabel Fonseca Email:blo@fct.unl.pt Tel.: +351 21 294 83 03 Administrative Contact: SAM Email: div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

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[2]   Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers[3] per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies *(total number of months of the study periods or average duration*]*	Student Mobility for Traineeships *
P LISBOA03	NL DELFT01	0711	Chemical Engineering and Processes	2nd	2 students / 5 months (total 10 months)	
NL DELFT01	P LISBOA03	0711	Chemical Engineering and Processes	2nd	2 students / 5 months (total 10 months)	

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching *[total number of days of teaching periods or average duration*]*	Staff Mobility for Training *
P LISBOA03	NL DELFT01	0711	Chemical Engineering and Processes	TBD	
NL DELFT01	P LISBOA03	0711	Chemical Engineering and Processes	TBD	

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[3] Mobility numbers can be given per sending/receiving institutions *and per education field (optional*:* http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

C. Recommended language skills

	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NL DELFT01	0711	Dutch (1st cycle)	English (2nd and 3rd cycle)	English at C1 level[5] (language certificate required)	English at C2 level
P LISBOA03	0711	Portuguese (for 1st cycles)	Portuguese and/or English (for 2nd and 3rd cycles)	Required: A2 – Portuguese or B1 - English	B2

D. Additional requirements

NL DELFT01

- Information for exchange students on application procedures and practical matters is available at: www.tudelft.nl/exchange
- TU Delft strives to make all academic programs accessible for students and staff with a disability. To do this, all the university buildings must be accessible; but this can also mean that the classroom, lecture hall and laboratory facilities are altered in such a way as to make it is easier for you to follow your academic courses. It may also be the case that academic or examination materials are offered in alternative forms. TU Delft is always open to good ideas and suggestions for making improvements. Further information is available at: http://studenten.tudelft.nl/en/students/services/studying-with-a-disability
- Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- Exchange students will be admitted as full time, non-graduating students at the host university. They can be registered at TU Delft for an uninterrupted period of 12 months maximum. Any exchange student wishing to continue their studies after the exchange period of 12 months must register as either a regular student at TU Delft if the objective is to obtain a degree from the university or as a free mover (who cannot obtain degrees). Both statuses require the payment of tuition fees. Free movers may be registered at TU Delft for an uninterrupted period of up to 12 months.
- TU Delft will provide an obligatory orientation programme for incoming exchange students.
- Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.

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[4] For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

[5] TU Delft trusts its partner universities to nominate students with language level C1 or higher in English. Students do not need to provide test results; a statement from their home university signed by the Erasmus+ coordinator or a representative of the Language Institute is sufficient. TU Delft carefully monitors the English language proficiency of incoming exchange students. Should a student's language ability not meet our required level, TU Delft may require the student to re-instate proof of their English proficiency by providing test results.

- The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.
- The home university will inform the host university previous to the exchange about any disabilities to ensure that relevant support can be put in place.
- Ownership of intellectual property created by exchange students as part of their enrolment at the host institution will be governed by the host institution's policy on ownership of intellectual property.

P LISBOA03

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
NL DELFT01	1 April	1 October
P LISBOA01	May 31st	October 31st

2. The receiving institution will send its decision within **6 weeks**.

3. A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. **Termination of the agreement / In the event of unilateral termination by one of the parties, a notice of at least one academic year must be given.** Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Informations

1. Grading systems of the institutions

NL DELFT01

NL DELFT01	The Dutch grading scale, implemented from primary school through university level, goes from 1 (very poor) to 10 (excellent). At TU Delft final marks are rounded off to whole and half figures. A 6.0 is a pass. Although the scale runs from 1.0 to 10.0, the marks 9.0 and 9.5 are not frequently awarded and 10s are extremely rare. The meaning of the marks is as follows:

Mark	Definition	Mark	Definition
9.5 - 10.0	Excellent	6.0	Satisfactory
8.5 - 9.0	Very good	4.5 – 5.5	Nearly satisfactory
7.5 - 8.0	Good	3.5 – 4.0	Unsatisfactory
6.5 – 7.0	More than satisfactory	1.0 – 3.0	Very poor

Sometimes a 'V' is awarded instead of a mark to indicate that the requirements for a particular subject have been fulfilled. 'VR' instead of a mark indicates that a student has been exempted from an examination or practical exercise on the grounds of a previous

| | examination, degree audit or practical exercise completed within the higher education system that corresponds with the subject for which exemption is sought, as regards content and study load, or on the grounds of knowledge and/or skills acquired outside the higher education system.

Grading systems and 'grading culture' vary from country to country. In the Netherlands a 1-10 grading scale is commonly used. The Dutch grading culture is rather conservative: a 10 or even a 9, is not often awarded. At TU Delft even higher standards are the norm. The average grading results of TU Delft BSc and MSc students are available at https://d1rkab7tlqy5f1.cloudfront.net/TUDelft/Onderwijs/Toelating_en_aanmelding/Excha nge/20161003_Grading_scheme_BSc_3_.pdf and https://d1rkab7tlqy5f1.cloudfront.net/TUDelft/Onderwijs/Toelating_en_aanmelding/Excha nge/20161003_Grading_scheme_MSc_4_.pdf |
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P LISBOA03

Information available at:
http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
NL DELFT01	contactcentre-esa@tudelft.nl	https://www.tudelft.nl/en/education/practical-matters/visa-residence-permit/
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.
The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

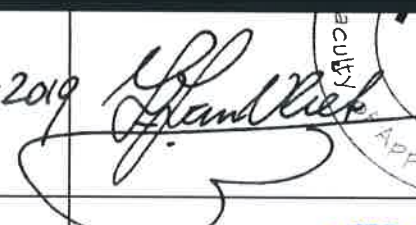| Institution [Erasmus code]	Contact details (email, phone)	Website for information
NL DELFT01	contactcentre-esa@tudelft.nl	https://www.tudelft.nl/en/education/practical-matters/insurance-and-healthcare/
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	

4. Housing
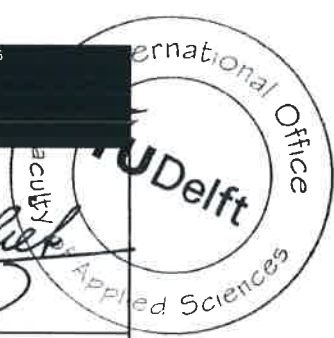The receiving institution will guide incoming mobile participants in finding accommodation,

according to the requirements of the Erasmus Charter for Higher Education.
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
NL DELFT01	contactcentre-esa@tudelft.nl	https://www.tudelft.nl/en/education/practical-matters/housing/
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: +351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[6]
NL DELFT01	Prof.dr.ir. L.J. Van Vliet Dean Faculty of Applied Sciences	21-11-2019	
P LISBOA03	Prof. João Amaro de Matos Institutional Coordinator	9/12/2019	

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6   Scanned signatures are accepted