



# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

#### among EU Member States and third countries associated to the Programme

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The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## Validity period of the agreement

Timeframe	Academic Year*
Start of validity	[2022/2023]
End of validity	[2027/2028]

## A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites (General/Faculties/ Course catalogue)
<p>UNIVERSIDADE NOVA DE LISBOA (NOVA University Lisbon)</p> <p>This agreement corresponds to the School/Faculty:</p> <p>Faculdade de Ciências e Tecnologia (NOVA School of Science and Technology)</p>	P LISBOA03	<p><b>Vice-Rector for International Development:</b> Prof. João Amaro de Matos Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8</p> <p><b>Subject Area Contact:</b> Conservation and Restoration Erasmus Coordinator, Susana França de Sá Email: <a href="mailto:susana.sa@fct.unl.pt">susana.sa@fct.unl.pt</a> Tel.: (+351) 212 948 322</p> <p><b>Administrative contact:</b> International Relations Division Email: <a href="mailto:div.ri.agreements@fct.unl.pt">div.ri.agreements@fct.unl.pt</a> <a href="mailto:div.ri.outgoing@fct.unl.pt">div.ri.outgoing@fct.unl.pt</a> <a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a> Tel: + 351 21 294 78 20/7</p>	<p><a href="http://www.unl.pt">www.unl.pt</a></p> <p><a href="https://www.fct.unl.pt/en/international/incoming-students-mobilities">https://www.fct.unl.pt/en/international/incoming-students-mobilities</a></p>
<p>INSTITUT NATIONAL DU PATRIMOINE (Public administrative establishment governed by the Ministry of Culture)</p>	F SAINT-D01	<p><b>Subject Area Contact:</b> Responsible for education and international student mobility. Department of conservators, Sarah Boukamel Email: <a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20</p>	<p><a href="https://www.inp.fr/en">https://www.inp.fr/en</a></p> <p><a href="https://www.inp.fr/en/International/Erasmus-charter">https://www.inp.fr/en/International/Erasmus-charter</a></p>

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.



<p>This agreement corresponds to the School/Faculty:</p> <p>Department of conservators of cultural heritage</p>	<p>Head of studies Department of conservators, Amélie Méthivier Email: <a href="mailto:amelie.methivier@inp.fr">amelie.methivier@inp.fr</a></p> <p>Tel : +33 1 49 46 57 17</p> <p>-----</p> <p><b>Administrative contact:</b> International Relations Email: <a href="mailto:erasmus-fir@inp.fr">erasmus-fir@inp.fr</a></p> <p>Tel : + 33 1 44 41 16 42</p>
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### B. Mobility numbers<sup>3</sup> 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 (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) * [total number of students]	Student Mobility for Traineeships (optional) * [total number of months]
P LISBOA03	F SAINT-D01	0222 History and archaeology	Conservation and Restoration	2 <sup>nd</sup>	2	12 (6 months each)	To be determined upon individual request	To be determined upon individual request
F SAINT-D01	P LISBOA03		Conservation and Restoration	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	12 (6 months each)	To be determined upon individual request	To be determined upon individual request

Short-term blended mobility option for students

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
P LISBOA03	F SAINT-D01	0222 History and archaeology	Conservation and Restoration	2	10 days (5 days each)	To be determined upon individual request	To be determined upon individual request
F SAINT-D01	P LISBOA03	0222 History and archaeology	Conservation and Restoration	2	10 days (5 days each)	To be determined upon individual request	To be determined upon individual request

### C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> )	<u>Required:</u> A2 – Portuguese or B1 – English	B2 – English

<sup>4</sup> 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>



			and 3 <sup>rd</sup> cycles)		
F SAINT-D01	Conservation and Restoration	French (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	French (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	<u>Required:</u> B2 - French	B2 - English

## D. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	31 <sup>st</sup> May	31 <sup>st</sup> October
F SAINT-D01	31 <sup>st</sup> January	30 <sup>th</sup> June

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	30 <sup>th</sup> June	30 <sup>th</sup> November
F SAINT-D01	15 <sup>th</sup> April	15 <sup>th</sup> October

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a> +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/international/incoming-students-mobilities">https://www.fct.unl.pt/en/international/incoming-students-mobilities</a>
F SAINT-D01	<a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20  <a href="mailto:erasmus-fir@inp.fr">erasmus-fir@inp.fr</a> Tel: + 33 1 44 41 16 42	<a href="https://www.inp.fr/en/International/Erasmus-charter">https://www.inp.fr/en/International/Erasmus-charter</a>

## E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
P LISBOA03	Transcript of Records	- List of successfully completed courses - Number of ECTS credits completed	<a href="https://www.fct.unl.pt/en/international/incoming-students-mobilities">https://www.fct.unl.pt/en/international/incoming-students-mobilities</a>
F SAINT-D01	Transcript of Records	- List of successfully completed courses - Number of ECTS credits completed	<a href="https://www.inp.fr/en/Initial-and-continuing-education/Department-of-conservators/Course-programme">https://www.inp.fr/en/Initial-and-continuing-education/Department-of-conservators/Course-programme</a>

The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

## Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
P LISBOA03	- Reduced mobility - Hearing impairments	All facilities are	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a>	<a href="http://www.fct.unl.pt">www.fct.unl.pt</a>

	- Visual impairments	<p>accessible for wheelchair.</p> <p>Students with reduced mobility are placed in ground floor classrooms.</p> <p>For students with hearing impairments sign language is available whenever possible</p> <p>For visually impaired students' adaptative equipment is available whenever possible.</p>	+351 21 294 78 27	
F SAINT-D01	- Reduced mobility - Hearing impairments	<p>All facilities are accessible for wheelchair.</p> <p>Students with reduced mobility are placed in ground floor classrooms.</p> <p>For students with hearing impairments sign language is available whenever possible</p>	<p><a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a></p> <p>Tel : + 33 1 49 46 57 20</p> <p><a href="mailto:secretariat.general@inp.fr">secretariat.general@inp.fr</a></p>	<p><a href="https://www.inp.fr/en/About-Institut-national-du-patrimoine/Engagements/Scolarite-et-handicap">https://www.inp.fr/en/About-Institut-national-du-patrimoine/Engagements/Scolarite-et-handicap</a></p>



Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
P LISBOA03	- Reduced mobility - Hearing impairments - Visual impairments	The Student's Union (Buddies)  Psychological Counselling Service	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a>  +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/international/incoming-students-mobilities">https://www.fct.unl.pt/en/international/incoming-students-mobilities</a>
F SAINT-D01	- Reduced mobility - Hearing impairments	Department of studies and Solarity	<a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20  <a href="mailto:erasmus-fir@inp.fr">erasmus-fir@inp.fr</a> Tel: + 33 1 44 41 16 42	<a href="https://www.inp.fr/en/International/Erasmus-charter">https://www.inp.fr/en/International/Erasmus-charter</a>

## F. Information

### 1. 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
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a>  +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/international/incoming-students-mobilities">https://www.fct.unl.pt/en/international/incoming-students-mobilities</a>
F SAINT-D01	<a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20  <a href="mailto:erasmus-fir@inp.fr">erasmus-fir@inp.fr</a> Tel: + 33 1 44 41 16 42	<a href="https://www.inp.fr/en/International/Erasmus-charter">https://www.inp.fr/en/International/Erasmus-charter</a>



## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a> +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/international/incoming-students-mobilities">https://www.fct.unl.pt/en/international/incoming-students-mobilities</a>
F SAINT-D01	<a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20  <a href="mailto:erasmus-fir@inp.fr">erasmus-fir@inp.fr</a> Tel: + 33 1 44 41 16 42	<a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20  <a href="mailto:erasmus-fir@inp.fr">erasmus-fir@inp.fr</a> Tel: + 33 1 44 41 16 42

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
P LISBOA03	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a> +351 21 294 78 27	<a href="https://www.fct.unl.pt/en/international/incoming-students-mobilities">https://www.fct.unl.pt/en/international/incoming-students-mobilities</a>  All students enrolled in <b>P LISBOA03</b> are covered by an accident and third party liability insurance. It is mandatory that Mobility Students and Staff bring: - European Health Insurance Card for medical assistance (just for people from the European Union's 28 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad; - Insurance Health for visitors outside European Union.
F SAINT-D01	<a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20	All students enrolled in <b>F SAINT-D01</b> are covered by an accident and third party liability insurance. It is mandatory that Mobility Students and Staff bring:

	<a href="mailto:Anne.gouzou@inp.fr">Anne.gouzou@inp.fr</a>	- European Health Insurance Card for medical assistance to access health care services during temporary visits abroad;
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#### 4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
P LISBOA03	ECTS and Grading System	<a href="mailto:div.ri.incoming@fct.unl.pt">div.ri.incoming@fct.unl.pt</a> +351 21 294 78 27	<a href="http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf">http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf</a>
F SAINT-D01	ECTS and Grading System	<a href="mailto:sarah.boukamel@inp.fr">sarah.boukamel@inp.fr</a> Tel : + 33 1 49 46 57 20  <a href="mailto:erasmus-fir@inp.fr">erasmus-fir@inp.fr</a> Tel: + 33 1 44 41 16 42	<a href="https://www.inp.fr/en/International/Erasmus-charter">https://www.inp.fr/en/International/Erasmus-charter</a>  <a href="https://www.inp.fr/content/download/7443/50709/version/6/file/Dossier_%C3%A9tudiantsinternationaux_restaurateurs_2021-2022.pdf">https://www.inp.fr/content/download/7443/50709/version/6/file/Dossier_%C3%A9tudiantsinternationaux_restaurateurs_2021-2022.pdf</a>


A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI.

#### Termination of the agreement

*In case of termination a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one academic year will only take effect as of 1 September of the following academic year. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."*



**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
P LISBOA03	<b>Vice-Rector for International Development</b> Prof. João Amaro de Matos	[Assinatura Qualificada] João Manuel Gonçalves Amaro de Matos	Assinado de forma digital por [Assinatura Qualificada] João Manuel Gonçalves Amaro de Matos Dados: 2022.11.17 11:09:52 Z
F SAINT-D01	<b>Director of the Institut national du patrimoine</b> Charles Personnaz	21 NOV. 2022	

This inter-institutional agreement remains valid until 2022-2023. After this period, both Institutions shall digitally renew the agreement in the EWP Erasmus+ Dashboard.

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<sup>5</sup> Scanned signatures are accepted

