



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

### Inter-institutional agreement 2016-2021

### 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.

#### A. Information about higher education institutions

Name and Erasmus code of the institution (and department, where relevant)	Contact details (email, phone)	Website
<b>UNIVERSIDADE NOVA DE LISBOA</b>  <b>P LISBOA03</b>	<b>Institutional Coordinator:</b> Professor Doutor João Sãágua <b>Rectory Administrative Contact:</b> International Relations Office Campus de Campolide / 1099-085 Lisboa, Portugal E-mail: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel: +351 213 845 207 / Fax: +351 213 715 621	General: <a href="http://www.unl.pt">www.unl.pt</a>
<b>Faculdade de Ciências e Tecnologia</b>	<b>Subject Area Contact:</b> Prof. Maria Helena Fino Email: <a href="mailto:hfino@fct.unl.pt">hfino@fct.unl.pt</a> Tel.: + 351 21 294 83 00 ----- <b>Faculty Administrative contact:</b> SAM (Lodging and Mobility Office) Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
<b>UNIVERSIDADE DA CORUÑA</b> <b>University of A Coruña</b>  <b>E LA-CORU01</b>	Institutional Coordinator Prof. Begoña Crespo International Relations Office O lagar - Campus de Elviña 15071 A Coruña - España Tel. +34 981 167000, Fax: +34 981 167013 Email: <a href="mailto:erasmus@udc.es">erasmus@udc.es</a> Administrative Contact Sandra King Email: <a href="mailto:rrii@udc.es">rrii@udc.es</a>	<a href="http://international.udc.es/">http://international.udc.es/</a> <a href="http://estudos.udc.es/en/degrees">http://estudos.udc.es/en/degrees</a>
<b>Escola Universitaria Politécnica</b>	Departmental Coordinator Professor José Luis Calvo Rolle <b>Campus de Serantes</b> <b>Ferrol. A Coruña</b> <b>Spain</b> <a href="mailto:jcalvo@udc.es">jcalvo@udc.es</a>	

## B. Mobility numbers 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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeship s
P LISBOA03	E LA-CORU01	0714	Electronics and automation	1st, 2nd, 3rd	2 students x 5 months (=10 months)	TBD
E LA-CORU01	P LISBOA03	0714	Electronics and automation	1st, 2nd, 3rd	2 students x 5 months (=10 months)	TBD

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	Staff Mobility for Training
P LISBOA03	E LA-CORU01	0714	Electronics and automation	1 teacher x 5 days (min. 8h per week)	TBD
E LA-CORU01	P LISBOA03	0714	Electronics and automation	1 teacher x 5 days (min. 8h per week)	TBD

## 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction 1 level	
				Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA03		Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
E LA-CORU01		Spanish and/or Galician Language	English	B1 Spanish generally recommended unless some other specific level required for a special program	B2 Spanish or English

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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>

For more details on the language of instruction, see the course catalogue.

## D. Additional requirements

**P LISBOA03: --**

**E LA-CORU01**

For student mobility: The home university will send by e-mail to [incoming.rrii@udc.es](mailto:incoming.rrii@udc.es) the list of their selected students.

Once selected by their home institution every student will have to fill out the on-line application available through the incoming exchange student PORTAL available on our Web page:

<http://www.udc.gal/ori/infestudantesextranxeiros/FormulariosExtranxeiros/index.html?language=en>

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to IRO.

The University Unit of Attention to the Diversity (ADI) was created in February 2004 to attend to members of the university community with **special needs** derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or sociocultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life. More information on Web site <http://www.udc.es/cufie/adi/>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term	Spring term
P LISBOA03	31 <sup>st</sup> MAY	31 <sup>st</sup> OCTOBER
E LA-CORU01	15 <sup>th</sup> JUNE	15 <sup>th</sup> NOVEMBER

Student nominations and application documents to FCT/NOVA must be sent to the following e-mail address: [div.a.ae.mobilidade@fct.unl.pt](mailto:div.a.ae.mobilidade@fct.unl.pt).

2. The receiving institution will send its decision **within 4 weeks after the deadline (P LISBOA03) 6 weeks (E LA-CORU01)**
3. 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.
4. The present Inter-institutional Agreement will remain valid for the period mentioned in the first page and comes into effect from the date of its signature.  
In the event of unilateral 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 20XX will only take effect as of 1 September 20XX+1).  
Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems of the institutions

**P LISBOA03:** Information available at:

[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)

### **E LA-CORU01**

The results obtained by the student in each of the subjects will be graded according to the following numerical scale of 0-10, with one decimal, to which may be added the corresponding qualitative rating:

- 0 - 4,9: Suspenso (SS) - Failed
- 5,0 - 6,9: Aprobado (AP) - Satisfactory/Sufficient
- 7,0 - 8,9: Notable (NT) - Good
- 9,0 - 10: Sobresaliente (SB) - Very Good

The mention of "Distinction" (Matrícula de Honor) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrollment is less than 20 students, in which case only one student may be granted with this "Distinction".

More information:

[http://www.udc.es/normativa/academica/normas\\_de\\_cualificaciones\\_e\\_actas.html](http://www.udc.es/normativa/academica/normas_de_cualificaciones_e_actas.html)

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound 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	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a>	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>
E LA-CORU01	<a href="mailto:incoming.rrii@udc.es">incoming.rrii@udc.es</a> +34 981167000	<a href="http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html">http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html</a>

### 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
P LISBOA03	<a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	
E LA-CORU01	<a href="mailto:incoming.rrii@udc.es">incoming.rrii@udc.es</a> +34 981167000	<a href="http://international.udc.es/">http://international.udc.es/</a>

#### At P LISBOA03

All students enrolled in P LISBOA03 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 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

#### 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
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
E LA-CORU01	<a href="mailto:incoming.rrii@udc.es">incoming.rrii@udc.es</a> +34 981167000	<a href="http://www.udc.es/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html">http://www.udc.es/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html</a>



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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
P LISBOA03	Prof. João Sàágua Institutional Coordinator		
E LA-CORU01	Prof. Dr. Julio Abalde Alonso Rector	04 JUL 2016	

<sup>2</sup>  
Scanned signatures are accepted