



Erasmus+ Programme

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

Inter-institutional agreement 2016-21* between programme countries

[Minimum requirements]

**It is understood that the implementation of this Agreement will commence on the day of signature, and will continue thereafter for six years, subject from time to time revision or modification by mutual agreement. Representatives from both institutions will discuss the terms of a renewal, and either party must give the other party no less than one year (academic year) notice in writing of intention to either revise or terminate this Agreement before its natural termination.*

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 of the institution	Erasmus code	Contact details	Website
VIA University College VIA School of Business, Technology & Creative Industries <i>International Office</i> <i>Chr. M. Østergaards Vej 4</i>	DK RISSKOV06	Contact person in charge of this agreement and staff exchange visits: Thea Thaysen E-mail: thea@via.dk Tel.: +45 8755 4021 *****	Website: www.en.via.dk

<p>DK-8700 Horsens Denmark</p>		<p>Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil Engineering:</p> <p>Hanne Miller</p> <p>E-mail: hami@via.dk Tel.: +45 8755 4319 *****</p> <p>Contact person in charge of admission of students for Business and Communication (Global Business Engineering), Mechanical Engineering, ICT Engineering, Value Chain Management or International Sales and Marketing Management:</p> <p>Lise Hjerrild</p> <p>E-mail: lh@via.dk Tel.: +45 8755 4318</p>	
<p>UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia</p>	<p>P LISBOA03</p>	<p>Institutional Coordinator : Prof. João Sàágua Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8; -----</p> <p>Subject Area Contact: Prof. Miguel Pires Amado Email: ma@fct.unl.pt Tel.: + 351 21 294 83 00 -----</p> <p>Administrative contact: SAM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7</p>	<p>www.unl.pt</p> <p>http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</p>

B. Mobility numbers per academic year

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
DK RISSKOV 06	P LISBOA03	0730	Architecture and construction	1 st , 2 nd	2 students 1 term/5 months	N/A
		0410	Business and administration	1 st , 2 nd	2 students 1 term/5 months	N/A
P LISBOA03	DK RISSKOV 06	0730	Architecture and construction (Architectural Technology and Construction Management)	1 st , 2 nd	2 students 1 or 2 terms (if same academic year)	N/A
		0410	Business and administration (Value Chain Management)	1 st , 2 nd	2 students 1 or 2 terms	N/A

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
DK RISSKOV 06	P LISBOA03		TBA	2 days/8 hours	2 days
P LISBOA03	DK RISSKOV 06		TBA	TBD *5h	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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
DK RISSKOV06		English		B2 – certificate required*	B2 – no certificate required
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1 – no certificate required	B2 – no certificate required

*Requirement does not apply to native English speakers or students from the Nordic countries: Norway, Sweden, Iceland and Finland.

For a list of accepted tests, please see our website: <http://en.via.dk/programmes/student-life/campus-horsens>

D. Additional requirements

DK RISSKOV06:

1. New students will be welcomed by our Tutor Society as well as the International Coordinator and Academic Coordinator of the exchange programme. When receiving the Acceptance Letter, the incoming students will learn more about study start. Students may also rely on the following website for practical information on Denmark and VIA University College: <http://en.via.dk/programmes/student-life>
2. VIA University College, the School of Business, Technology and Creative Industries in Horsens, welcomes students and staff with disabilities, as our institution has the required infrastructure: elevators, bathroom facilities, etc.

P LISBOA03:

E. Calendar

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

Receiving institution	Autumn term	Spring term
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DK RISSKOV06	1 May	1 November
P LISBOA03	May 31 st	October 31 st

2. The receiving institution will send its decision within 4 weeks.
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. Termination of the agreement: The present agreement becomes effective upon the signature of the present document and will be valid for the academic year(s) stated in the agreement. It is renewable for another academic year upon mutual consent from the each party. 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

DK RISSKOV06:

The grading system in Denmark applies to all educational institutions. The seven-point scale allows you to easily convert your Danish grades to ECTS credits according to the EU's European Credit Transfer and Accumulation System. For more information, please visit: <http://studyindenmark.dk/study-options/the-danish-way-of-teaching-1/the-danish-grading-system>

P LISBOA03:

Information available at:

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

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
DK RISSKOV06	Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil Engineering:	http://en.via.dk/programme/admissions

	<p>Hanne Miller</p> <p>E-mail: hami@via.dk Tel.: +45 8755 4319 *****</p> <p>Contact person in charge of admission of students for Business and Communication (Global Business Engineering), Mechanical Engineering, ICT Engineering, Value Chain Management or International Sales and Marketing Management:</p> <p>Lise Hjerrild</p> <p>E-mail: lh@via.dk Tel.: +45 8755 4318</p>	
P LISBOA03	<p>Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7</p>	<p>http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</p>

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	Contact details	Website for information
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DK RISSKOV06	<p>Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil Engineering:</p> <p>Hanne Miller</p> <p>E-mail: hami@via.dk Tel.: +45 8755 4319 *****</p> <p>Contact person in charge of admission of students for Business and Communication (Global Business Engineering), Mechanical Engineering, ICT Engineering, Value Chain Management or International Sales and Marketing Management:</p> <p>Lise Hjerrild</p> <p>E-mail: lh@via.dk Tel.: +45 8755 4318</p>	http://en.via.dk/programmes/fe-es-and-finances
P LISBOA03	<p>Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7</p>	

DK RISSKOV06:

According to the Erasmus+ insurance requirements, the below scheme specifies for which study programmes, VIA requires that the students have a personal *accident insurance*, when participating in classes as part of their stay at VIA (either due to field trips to construction sites, laboratory tests etc.). *We recommend that all students, regardless of their study programme, have a liability insurance.*

Study programme	Accident insurance required (x = yes)
Civil Engineering	X
Architectural Technology and Construction Management	X
Marketing Management	
International Sales and Marketing Management	
Value Chain Management	
Mechanical Engineering	X
Global Business Engineering	X

Information and Communication Technology	X
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P LISBOA03:

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

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	Contact details	Website for information
DK RISSKOV06	VIA collaborates with the independent housing association, Drosselbo. E-mail: adm@drosselbo.com Phone: +45 2634 3420	www.drosselbo.com
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	Name, function	Date	Signature

DK RISSKOV06	Konstantin Lassithiotakis, vice-rector	08.12.2015	
P LISBOA03	Prof. João Sàágua Institutional Coordinator	21-12- 2015	