



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016-2020<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
<b>UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia</b>	<b>P LISBOA03</b>	<b>Institutional Coordinator :</b> Prof. João Sàágua Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact:</b> Prof. Daniel Aelenei Email: aelenei@fct.unl.pt Tel.: + 351 21 294 83 00  <b>Administrative contact:</b> SAM 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.unl.pt">www.unl.pt</a>       <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>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<b>Université de Nice Sophia Antipolis</b> <b>Polytech Nice Sophia</b> 930 route des Colles, BP 145 06903 Sophia Antipolis Cedex France	<b>F NICE01</b>	<b>Maria Paola Santisi</b> Bâtiment Durable et intelligent (Civil Engineering) Tel + 33 (0)4 92 96 50 38 <a href="mailto:msantisi@unice.fr">msantisi@unice.fr</a>  <b>Marc Gaetano</b> Erasmus Coordinator Tel + 33 (0)4 92 96 51 57 <a href="mailto:gaetano@polytech.unice.fr">gaetano@polytech.unice.fr</a>  <b>Lydie Nguyen</b> <b>Joanna Winchcombe</b> International Relations Office Tel + 33 (0)4 92 96 51 59 / 50 90 <a href="mailto:bri@polytech.unice.fr">bri@polytech.unice.fr</a>	<a href="http://www.polytech.unice.fr">www.polytech.unice.fr</a>
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## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 Traineeships * [total number of months of the study periods or average duration*]	
P LISBOA03	F NICE01	0582	Building and Civil Engineering	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students for 6 months each	
F NICE01	P LISBOA03	0582	Building and Civil Engineering	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students for 9 months in total	

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

<sup>5</sup> 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>)

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
<b>P LISBOA03</b>	<b>F NICE01</b>	0582	Building and Civil Engineering	TBA	TBA
<b>F NICE01</b>	<b>P LISBOA03</b>	0582	Building and Civil Engineering	TBA	TBA

### 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:

<b>Receiving institution</b> [Erasmus code]	<b>Optional: Subject area</b>	<b>Language of instruction 1</b>	<b>Language of instruction 2</b>	<b>Recommended language of instruction level<sup>6</sup></b>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
<b>P LISBOA03</b>		Portuguese		<b>B1</b>	<b>B1</b>
<b>F NICE01</b>		French		<b>B2</b>	<b>B2</b>

<sup>6</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>

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

## D. Additional requirements

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	31 <sup>st</sup> May	31 <sup>st</sup> October
F NICE01	30 <sup>th</sup> April	31 <sup>st</sup> October

*[\* to be adapted in case of a trimester system]*

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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."]*

## F. Information

## **1. Grading systems of the institutions**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

### **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)

### **Polytech Nice Sophia:**

Credit system & Credit load for a full-time student	ECTS (European Credit Transfer and Accumulation System). One semester is 30 ECTS.
Grading system	Minimum 10/20 for each course and 12/20 year average

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
<b>P LISBOA03</b>	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/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>
<b>F NICE01</b>	<b>Ali BEIKBAGHBAN</b> Tel + 33 (0)4 92 96 51 26 <a href="mailto:beikba@polytech.unice.fr">beikba@polytech.unice.fr</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

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Erasmus Charter for Higher Education.

**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 to Universidade Nova:

- 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.

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
<b>P LISBOA03</b>	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	
<b>F NICE01</b>	<b>Lydie Nguyen</b> <b>Joanna Winchcombe</b> International Relations Office Tel + 33 (0)4 92 96 51 59 / 50 90 <a href="mailto:bri@polytech.unice.fr">bri@polytech.unice.fr</a>	



**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
<b>P LISBOA03</b>	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 0/7	<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>F NICE01</b>	<b>Ali BEIKBAGHBAN</b> Tel + 33 (0)4 92 96 51 26 <a href="mailto:beikba@polytech.unice.fr">beikba@polytech.unice.fr</a>	<a href="http://moveonline.unice.fr/moveonline/incoming/accommodation.php">http://moveonline.unice.fr/moveonline/incoming/accommodation.php</a> <a href="http://www.crous-nice.fr/charte2008francais.php">http://www.crous-nice.fr/charte2008francais.php</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
P LISBOA03	Prof. João Sàágua Institutional Coordinator	07/10/2016	
F NICE01	Marc Gaetano Erasmus Coordinator	27/9/16	

<sup>8</sup> Scanned signatures are accepted