



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**

**Inter-institutional agreement 2017-2021**  
**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**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
UNIVERSITY OF PALERMO	I PALERMO01	<b>Institutional Coordinator</b> Prof. Ada Maria Florena <i>Vice-Rector for International Mobility</i>  Dr. A.M. Adriana Ragonese <i>Head of UOA International Mobility and of the Erasmus Office</i>  Piazza Marina, 61 – 90133 Palermo ITALY  Tel. +39 091 238 93740 Email: relinter@unipa.it	<a href="http://offweb.unipa.it/">http://offweb.unipa.it/</a>  <a href="http://portale.unipa.it/internationalstudents/EducationalOffer/">http://portale.unipa.it/internationalstudents/EducationalOffer/</a>
		Area Responsible Dr. Fabio Viola Email <a href="mailto:fabio.viola@unipa.it">fabio.viola@unipa.it</a> +3909123860253	
UNIVERSIDADE NOVA DE LISBOA	P LISBOA03	Institutional Coordinator – Prof. João Sàágua +351 21 384 52 07/8	<a href="http://www.unl.pt">www.unl.pt</a>
		Area Responsible - PROF. STANIMIR VALTCHEV - Dept. Engenharia Eletrotecnica Tel.: +351 21 294 78 92	<a href="http://www.fct.unl.pt/en/student-orientationand-mobility/studentsmobility-study-sms">http://www.fct.unl.pt/en/student-orientationand-mobility/studentsmobility-study-sms</a>

		Email: ssv@fct.unl.pt	
		Administrative contact - Lodging and Mobility Office Tel: + 351 21 294 78 20/7 Email: div.a.ae.mobilidade@ fct.unl.pt	

## 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.

### Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Student Mobility for Traineeships	Student Mobility for Study Subject area name	Study cycle			Number of student mobility periods <small>[total number of months of the study periods or average duration per study cycle]</small>		
					1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>			
P LISBOA03	I PALERMO01	0713	To be agreed	Electricity and energy	2	2	2	12	12	12
I PALERMO01	P LISBOA03	0713	To be agreed	Electricity and energy	2	2	2	12	12	12

### Staff Mobility for Teaching

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	Total number of days of teaching periods or average duration
P LISBOA03	I PALERMO01	713	Electricity and energy	1	7
I PALERMO01	P LISBOA03	713	Electricity and energy	1	7

## 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA03	Portuguese	English	B1	B1
I PALERMO01	ITALIAN*		B1 - No Certificate Required	B1 - No Certificate Required

\* The main language of instruction is Italian. Most study programs offered at Università degli Studi di Palermo are Italian-taught programs. However, there may be select courses taught in English even in Italian study programs

## D. Additional requirements

### Additional requirements at I PALERMO01

The University of Palermo has the infrastructure to welcome students and staff with disabilities. See table below for contact details.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I PALERMO01	<a href="mailto:giulia.ingrassia@unipa.it">giulia.ingrassia@unipa.it</a> +39 091 23862419	<a href="http://tud.unipa.it">http://tud.unipa.it</a>

### Additional requirements at

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03		

*or Universidade Nova de Lisboa has **no** 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		
I PALERMO01	30 <sup>th</sup> JUNE	30 <sup>th</sup> OCTOBER

2. The receiving institution will send its decision within six weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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

Institution [Erasmus code]	Grading system
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I PALERMO01	<p>Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).</p> <p>Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at:  <a href="http://portale.unipa.it/amministrazione/area2/uoa06/grading-systems/">http://portale.unipa.it/amministrazione/area2/uoa06/grading-systems/</a></p>
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Institution [Erasmus code]	Grading system
P LISBOA03	<a href="http://www.fct.unl.pt/sites/default/files/erasmus%20incoming/EU_Scale_FCT.pdf">http://www.fct.unl.pt/sites/default/files/erasmus%20incoming/EU_Scale_FCT.pdf</a>

## 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 LISBOA 03		<a href="http://www.fct.unl.pt/en/student/student-orientation-andmobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-andmobility/information-incoming-students-and-other-visitors</a>
I PALERMO01	studentistranieri.cot@unipa.it +3909123865500	<a href="http://portale.unipa.it/strutture/cot/Sportelli_e_Servizi/Sportello_Accoglienza_Studenti_Stranieri/index.html">http://portale.unipa.it/strutture/cot/Sportelli_e_Servizi/Sportello_Accoglienza_Studenti_Stranieri/index.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="http://www.fct.unl.pt/en/student/student-orientation-andmobility/">http://www.fct.unl.pt/en/student/student-orientation-andmobility/</a>

		students-mobility-study-sms
I PALERMO01	UO - Polizze e denunce assicurative e-mail: <a href="mailto:stella.neri@unipa.it">stella.neri@unipa.it</a> Tel: +39 091 238 90809	<a href="http://portale.unipa.it/amministrazione/rea5/set40/polizze/">http://portale.unipa.it/amministrazione/rea5/set40/polizze/</a>

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		<a href="http://www.fct.unl.pt/en/student/student-orientation-andmobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-andmobility/students-mobility-study-sms</a>
I PALERMO01	CASAUNIPA - Servizio Alloggi Viale delle Scienze – Ed. "3" Segreteria Studenti – 90128 Palermo Tel. 091.23890905 email: <a href="mailto:servizioalloggi@unipa.it">servizioalloggi@unipa.it</a>	<a href="http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html">http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
P LISBOA03	Prof. João Sàágua Institutional Coordinator	29-11-2016	
I PALERMO01	Università degli Studi di Palermo Prof. Ada Maria Florena Pro-Rector for International Relations	12.12.2016	