



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



Inter-institutional agreement 2017/18-2020/21
between programme countries
[Minimum requirements]¹

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 (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. João Sáágua Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Rui Oliveira Email: rmo@fct.unl.pt Tel.: + 351 21 294 83 00 ----- Administrative contact: SAM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
Otto von Guericke University Magdeburg International Office, Universitätsplatz 2, 39106 Magdeburg, Germany	D MAGDEBU01	Reena Schliephake, ERASMUS Institutional Coordinator, phone: +49 391 67 58742, fax: +49 391 67 11132, reena.schliephake@ovgu.de	www.ovgu.de/international
Faculty of Process and Systems engineering (FVST)		Prof. Udo Reichl Tel: +49 391 67 58402 Fax: +49 391 67 11209 udo.reichl@ovgu.de	www.fvst.ovgu.de

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

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

B. Mobility numbers³ 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 September 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]	Subject area name	Study cycle ⁴	Number of student mobility periods ⁵
P LISBOA03	D MAGDEBUR01	0711	Chemical engineering and processes	2 nd	3x12 = 36 (total months)
D MAGDEBU01	P LISBOA03	0711	Chemical engineering and processes	2 nd	3x12 = 36 (total months)

Staff mobility:

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 [total number of days of teaching periods or average duration [†]]	Staff Mobility for Training *
P LISBOA03	D MAGDEBU01	0711	Chemical Engineering and processes	(*) * 8h	(***)
D MAGDEBU01	P LISBOA03	0711	Chemical Engineering and processes	(**) * 8h	---

(*) Manuel Carrondo, Paula Alves, Rui Oliveira

(**) Udo Reichl, ~~Michael Wolff~~, Dirk Benndorf

(***) Rui Oliveira, João Dias, Ana Teixeira

19.11.16
Rui

³ ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 1st: undergraduate, 2nd: master or 3rd: PhD.

⁵ Total number of months of the study period

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 ⁶	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
D MAGDEBU01	German	English	B2	B2

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

Required language skills of D MAGDEBU01

Applicants whose principal language of instruction at their home university is other than English or German must deliver a valid English, or German, proficiency certificate together with the ERASMUS study application. Without such German and/or English language proof, on B2 ("upper intermediate") CEFR level, the ERASMUS study application cannot be accepted.

Applicants, who wish to take OVGU courses in English, must provide a relevant English language proficiency certificate. Applicants, who wish to take OVGU courses in German, must provide a relevant German language proficiency certificate. Those certificates must be issued and signed by competent language teachers.

D. Additional requirements⁷

Additional requirements of D MAGDEBU01

The Welcome & Orientation Week is compulsory for incoming students. All accepted exchange students shall be informed of the Welcome Week's programme via e-mail after mid-February (summer semester) or mid-September (winter semester).

The Otto von Guericke University has the infrastructure to welcome students and staff with disabilities.

<https://www.uni-magdeburg.de/Universitaet/Organisation/Beauftragte/Behindertenbeauftragte.html>

⁶ 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>

⁷ 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	May 31 st	October 31 st
D MAGDEBU01	15 July (winter term)	15 January (summer term)

2. The receiving institution will send its decision within six weeks.
3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
P LISBOA03	September - January	March - July
D MAGDEBU01	October - March (winter term)	April - September (summer term)

4. 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.
5. 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

Grading system of P LISBOA03

Information available at:

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

Grading system of D MAGDEBU01

Grade	Description German/English	Definition
1	sehr gut / excellent	outstanding performance
2	gut / good	performance significantly above the average standard
3	befriedigend / satisfactory	performance corresponding to the average standard
4	Ausreichend / pass	performance which, despite certain shortcomings, still satisfies the requirements
5	nicht ausreichend / fail	performance which, because of significant shortcomings, no longer satisfies the requirements

To enable a differentiated assessment of examination performances, individual grades may be raised or lowered by 0.3 to fractional amounts; the grades 0.7; 4.3; 4.7 and 5.3 are however not possible.

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: 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/information-incoming-students-and-other-visitors
D MAGDEBU01	International Office Anne-Katrin.Behnert@ovgu.de ; +49 391 67 12634	http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Immigration+Authorities.html

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.

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;

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	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
D MAGDEBU01	International Office Anne-Katrin.Behnert@ovgu.de ; +49 391 67 12634	http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Health+Insurance.html

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: 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
D MAGDEBU01	International Office Anne-Katrin.Behnert@ovgu.de ; +49 391 67 12634	http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P LISBOA03	Institutional Coordinator Prof. João Sàágua	31-01-2017	
D MAGDEBU01	Reena Schliephake, ERASMUS Institutional Coordinator	4/1/16	
D MAGDEBU01	Prof. Udo Reichl Faculty of Process and Systems Engineering (FVST)		19.12.2016



DEZERNAT
AKADEMISCHES AUSLANDSAMT
INTERNATIONAL OFFICE

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⁸ Scanned signatures are accepted