



Erasmus+ Programme

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

Inter-institutional agreement 2017/2018 - 2018/2019 - 2019/2020 - 2020/2021 between programme countries

[Minimum requirements]

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	Institutional Contact details (name, address, phone, fax, email) + Other contact relevant to the stipulation of the agreement (if any)	Subject Area Contact details (name, address, phone, fax, email)	Website (eg. of the course catalogue)
ALMA MATER STUDIORUM – UNIVERSITA' DI BOLOGNA	BOLOGNA01	Giovanna Filippini – Head of International Relations DIRI - International Relations Department - Erasmus+ Office (Bilateral Agreements) Via Zamboni 33 – 40126 Bologna Phone: +39 0512088100 Fax: +39 0512086174 E-mail: erasmus@unibo.it	Nelsi Zaccheroni Dipartimento di Chimica "Giacomo Ciamician" Phone: +39 051 20 9 9569 Fax: +39 051 20 9 9456 Email: nelsi.zaccheroni@unibo.it Website: www.unibo.it/docenti/nelsi.zaccheroni	www.unibo.it www.unibo.it/CourseUnits
UNIVERSIDADE NOVA DE LISBOA	P LISBOA03	Prof. João Sàágua Campus de Campolide P-1099-085 Lisboa PRT Phone: +351 21 3845207/08, Fax: E-mail: erasmus@unl.pt OTHER CONTACT: SAM Campus de Caparica, 2829-516 Caparica, Portugal Phone: + 351 21 294 78 20/7 Fax: - E-mail: div.a.ae.mobilidade@fct.unl.pt	Prof. Carlos Lodeiro & Prof. José Luis Capelo Campus de Caparica 2829-516 Caparica Almada Portugal Phone: + 351 21 294 83 00 Ext 11402 E-mail: cle@fct.unl.pt	www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

B. Mobility numbers per academic year

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. Each party will take this into consideration when organizing students selection.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Campus	Study cycle [short cycle, 1st, 2nd or 3rd]	Number of students for Studies	
						Total number of students	Months (each) Min. 3 – Max. 12
P LISBOA03	I BOLOGNA01	0531	Chemistry	Bologna	1st 2nd 3rd	2	6
I BOLOGNA01	P LISBOA03	0531	Chemistry	LISBOA	1st 2nd 3rd	2	6

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Campus	Number of staff mobility for Teaching		
					Number of staff members	Duration of the activity (from 2 days to 2 months)	Number of teaching hours per week or any lower period of stay (Min. 8)
P LISBOA03	I BOLOGNA01	0531	Chemistry	Bologna	2	1 Weeks	8
I BOLOGNA01	P LISBOA03	0531	Chemistry	LISBOA	2	1 Weeks	8

Termination and modification of the agreement

In case of changes, the partners can amend the agreement (part B) and/or the attached info sheet data, which form an integral part of the agreement, at one academic year written notice, by sending an email to the institutional contact listed in part A. This means that a unilateral decision to modify the agreement must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1. Only in case of change of part B the drawing up/stipulation of a new agreement is required.

The agreement may be terminated by either side at one academic year written notice by sending an email to the institutional contact listed in part A. This means that a unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1.

The participants already nominated by their home university at the date of notice shall be permitted to complete the program.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

The effective implementation of this agreement is subject to the award of the Erasmus University Charter to each of the participating institutions. Failure to secure a valid Charter by one or both institutions shall result in automatic termination of the agreement.

C. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
I BOLOGNA01	Giovanna Filippini (Head of International Relations)	26/11/2016	
P LISBOA03	Prof. Doutor João Sáâgua Vice-Rector for international Relations	19/12/2016	

In attachment: Bologna and partner info sheet

¹ Scanned signatures are accepted



Alma Mater Studiorum - Università di Bologna

INFO SHEET

Erasmus code: IBOLOGNA 01

Website: www.unibo.it

Head of Institution: Prof. Francesco Ubertini (Rector)

ERASMUS + Institutional Coordinator: Prof. Alessandra Scagliarini (Vice-Rector)

International Relations: Dr. Giovanna Filippini (Head)

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 instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I BOLOGNA01		Italian	English	Italian A2 English B1	

For more details on the language of instruction, see the course catalogue: www.unibo.it/CourseUnits

¹ 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>

Additional requirements

Exchange students will normally be permitted to enter courses at I BOLOGNA01 unless these courses are subject to restricted enrolments.

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities: www.unibo.it/DisabledStudents.

Calendar

1. Student nominations and applications must reach I BOLOGNA01 by:

Nomination		Application	
Autumn term* [day/month]	Spring term* [day/month]	Autumn term* [day/month]	Spring term* [day/month]
1 July	1 December	////	////

Student nominations must be sent to the following e-mail address: incoming.diri@unibo.it

The study field of the Erasmus Agreement is binding: please nominate students attending a study programme which is coherent with the study code of the Bilateral Agreement.

The bilateral agreement specifies the number of places available, it is not possible to split the duration of each mobility to increase the number of exchanges (for example if an agreement foreseen 2 students for 10 months, it is not possible to nominate 4 students for 5 months).

Students' applications must be submitted online as soon as they receive the acceptance message with the instructions.

2. I BOLOGNA01 will send its decision about acceptance to nominated students within five weeks upon receipt of nominations.

3. A Transcript of Records will be issued by I BOLOGNA01 no later than five weeks after student departure.

Information

1. Grading systems of the institutions

The ECTS grading tables of I BOLOGNA01 are available at the following page:

www.unibo.it/ECTSgradingscale

2. Visa

I BOLOGNA01 will provide assistance, when required, in securing visas for incoming 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:

Contact details (email, phone)	Website for information
International Relations Office e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

3. Insurance

I BOLOGNA01 will provide assistance in obtaining insurance for incoming mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

I BOLOGNA01 students are covered by an accident and third party liability insurance.

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
International Relations Office e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

4. Housing

I BOLOGNA01 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:

Contact details (email, phone)		Website for information
Bologna Campus:	Student Accommodation and Information Service (SAIS) Email: sais@ceur.it	www.sais.ceur.it
Cesena Campus:	Associazione Analysis analysiswelcome@gmail.com	www.associazioneanalysis.org
Forlì Campus:	Associazione Koinè exchanges@koineonline.org	http://www.koineonline.org/servizi/students-exchange/student-exchange-eng/
Ravenna Campus:	Fondazione Flaminia	www.fondazioneflaminia.it/ www.cooplibra.it
Rimini Campus:	Erasmus Student Network info_erasmus@esn.rimini.org	

5. Further information

Multicampus structure

The University of Bologna is organized on a multicampus structure. Courses and research activities are held in 5 cities: Bologna (the main campus), Cesena, Forlì, Ravenna and Rimini.

Students need to pay attention to the campus which they have been nominated for, since Campus changes will be only exceptionally allowed, and only for verified academic needs .

The four cities are well connected to Bologna by train, but we warmly recommend students to find accommodation in the city where their campus is located. Once students have received the confirmation of their registration by our offices, they can contact the following email addresses for general information about their stay:

Bologna Campus: incoming.diri@unibo.it

Cesena Campus: campuscesena.uri@unibo.it

Forlì Campus: campusforli.uri@unibo.it

Ravenna Campus: campusravenna.internazionale@unibo.it

Rimini Campus: campusrimini.relint@unibo.it

PARTNER INFO SHEET

Institution: UNIVERSIDADE NOVA DE LISBOA

Country: Portugal

Erasmus code: P LISBOA03

Website: www.unl.pt

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:

Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
	Portuguese	English	Portuguese B1 for Third Cycle English B1 for Third Cycle	Portuguese B2 English B2
	Portuguese		Portuguese B1 for First Cycle	Portuguese B2
	Portuguese	English	Portuguese B1 for Second Cycle English B1 for Second Cycle	Portuguese B2 English B2

For more details on the language of instruction, see the course catalogue: <http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms>

Additional requirements

Student nominations and application documents to FCT/UNL must be sent to the following e-mail address: div.a.ae.mobilidade@fct.unl.pt

Calendar

1. Student nominations and applications must reach P LISBOA03 by:

Nomination		Application	
Autumn term*	Spring term*	Autumn term*	Spring term*
[day/month]	[day/month]	[day/month]	[day/month]
////	////	31 May	31 October

Notes:

On line nomination system: No

On line application system: No

Incoming Student Office
 General Administration
 Office: Lodging and Mobility Office
 E-mail address: div.a.ae.mobilidade@fct.unl.pt
 Additional E-mail address:
 Phone: + 351 21 294 78 20/7
 Fax: -
 Web site: www.fct.unl.pt

2. P LISBOA03 will send its decision about acceptance to I BOLOGNA01 within 4 weeks starting from receipt of complete student application documents..

3. A Transcript of Records will be issued by P LISBOA03 no later than 5 weeks after the assessment period has finished at the receiving HEI..

Information

1. Grading systems of the institutions

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

2. Visa

P LISBOA03 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:

Contact details (email, phone)	Website for information
Office: Lodging and Mobility Office Phone number: + 351 21 294 78 20/7 E-mail address: div.a.ae.mobilidade@fct.unl.pt	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors

3. Insurance

P LISBOA03 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

P LISBOA03 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:

Contact details (email, phone)	Website for information
Office: Lodging and Mobility Office Phone number: + 351 21 294 78 20/7 E-mail address: div.a.ae.mobilidade@fct.unl.pt	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors

4. Housing

P LISBOA03 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:

Contact details (email, phone)	Website for information
Office: Lodging and Mobility Office Phone number: + 351 21 294 78 20/7 E-mail address: div.a.ae.mobilidade@fct.unl.pt	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors

5. Further information

