



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Luis Gomes Email: lugo@fct.unl.pt Tel.: +351 21 2948336 ----- 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

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

TECHNISCHE UNIVERSITAET ILMENAU	D ILMENAU01	Institutional Coordinator: Dr. Frank March frank.march@tu-ilmenau.de Administrative contact: Franziska Rau (Incoming SM) incoming@tu-ilmenau.de Petra Schmolinsky (Outgoing SMS, STA, agreements) petra.schmolinsky@tu-ilmenau.de	http://www.tu-ilmenau.de/erasmus_incoming
TU Ilmenau International Office – Erasmus, PF 10 05 65, 98684 Ilmenau, Germany			
[...]			

B. Mobility numbers⁵ 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.]

Student mobility:

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 st , 2 nd or 3 rd] *	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	D ILMENAU01	0714	Electronics and automation	1 st , 2 nd	3 x 5 months (each) = 15 months	TBD
D ILMENAU01	P LISBOA03	0714	Electronics and automation	1 st , 2 nd	3 x 5 months (each) = 15 months	TBD

*[*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.]*

⁵ 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>)

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 Staff Mobility for Training *	
				<i>[total number of days of teaching periods or average duration *]</i>	
P LISBOA03	D ILMENAU01	0714	Electronics and automation	2 days (Luis Gomes) x 8h	---
D ILMENAU01	P LISBOA03	0714	Electronics and automation	2 days x 8h	---

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
D ILMENAU01		German	English	B2 German, B2/C1 English	B2 English

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

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>

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	May 31 st	October 31 st
D ILMENAU01	June 1 st	December 1 st

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

2. The receiving institution will send its decision within [4] weeks (minimum).
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

[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

P LISBOA03 Information available at:

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

D ILMENAU01

http://www.tu-ilmenu.de/erasmus_incoming

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 ILMENAU01	incoming@tu-ilmeneau.de	www.tu-ilmeneau.de/erasmus_incoming

3. Insurance

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.

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 ILMENAU01	incoming@tu-ilmeneau.de	www.tu-ilmeneau.de/erasmus_incoming

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 ILMENAU01		http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html https://t11host.eu/SWJ/#home

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator Prof. João Amaro de Matos	05/02/2018	
D ILMENAU01	Institutional coordinator Dr. Frank March Director TU Ilmenau International School	01. FEB. 2018	

⁷ Scanned signatures are accepted

ERASMUS+ INFORMATION

Institution	
Institution Name	Technische Universität Ilmenau PIC: 999 575 204
Institutional Erasmus code	D ILMENAU01 29807-EPP-1-2014-1-DE-EPPKA3-ECHE
Head of Institution	Professor Peter Scharff
Title	Rector
Address	Ehrenbergstr. 29 (EAZ) 98693 Ilmenau, Germany
Institution website	www.tu-ilmenau.de
Institutional Erasmus Coordinator	
Name	Dr. Frank March
E-Mail	frank.march@tu-ilmenau.de
Erasmus Coordinator (Student mobility Incoming)	
Name	Mrs. Franziska Rau
Address	Technische Universität Ilmenau International Office - Erasmus Postfach 100565 98684 Ilmenau, Germany
E-Mail	incoming@tu-ilmenau.de
Telephone	+49 3677 69-2574
Fax	+49 3677 69-1911
Erasmus Coordinator (Bilateral Agreements, Student mobility Outgoing, STA)	
Name	Mrs Petra Schmolinsky
Address	Technische Universität Ilmenau International Office - Erasmus Postfach 100565 98684 Ilmenau, Germany
E-Mail	petra.schmolinsky@tu-ilmenau.de
Telephone	+49 3677 69-2521
Fax	+49 3677 69-1770
General Information	
Description of the institutional grading system	www.tu-ilmenau.de/erasmus_incoming 1 full academic year = 60 credits, 1 semester = 30 credits 1 LP TU Ilmenau = 1 ECTS, 1 LP corresponds to about 30 hours 1,0 – 1,5 = very good 3,6 – 4,0 = sufficient 1,6 – 2,5 = good 4,1 – 5,0 = fail 2,6 – 3,5 = satisfactory

Bachelor Degree courses, course content, timetables → "Modulbeschreibungen"	www.tu-ilmenau.de/modultafeln/ http://www.tu-ilmenau.de/studieninteressierte/studieren/bachelor/ All first degree courses are solely taught and tested in German.				
Master Degree courses, course content, timetables → "Modulbeschreibungen"	www.tu-ilmenau.de/modultafeln/ http://www.tu-ilmenau.de/studieninteressierte/studieren/master/ Most master courses are solely taught and tested in German.				
English Master Courses	https://www.tu-ilmenau.de/international/ds/master/english-master-courses/				
Information for incoming Erasmus students and Application procedure	www.tu-ilmenau.de/erasmus_incoming				
Nomination	Please send an e-mail incl. the following details of your students at incoming@tu-ilmenau.de : - Family name, First name - e-mail address - Course of study at Ilmenau TU and level (BSc./ BA / MSc / Diplom) - Period of stay at Ilmenau TU (summer and/or winter semester)				
Application documents	Your students will receive an e-mail with detailed description of the application process and required documents. After online registration your students may submit all documents online.				
Online application deadlines	<table> <tr> <td>Winter semester</td> <td>June 1</td> </tr> <tr> <td>Summer semester</td> <td>December 1</td> </tr> </table>	Winter semester	June 1	Summer semester	December 1
Winter semester	June 1				
Summer semester	December 1				
Approximate monthly costs including accommodation	~ 740 Euros				
Additional costs	All students in Germany are required to pay a "semester contribution". What this comprises in Ilmenau is the costs of using the services of the Student Guild, the expenses incurred in the student representative system and a season ticket for the train in Thuringia. The contribution amounts in Ilmenau to the sum of 118.40 Euros for the first semester and for all followings 103.40 Euros. For accommodation students have to pay a deposit of 300 Euros.				
Accommodation	The online accommodation form for a room in a students' dormitory is available here: http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html The application process for the winter semester starts on April 1 of the same year in which students begin the studies, for the summer semester the process begins on October 1 of the previous year.				
Support for International Students	The "we4you" network at TU Ilmenau supports international students. "we4you" tutors provide help in personal and organizational issues. Furthermore, "we4you" organizes events and excursions for international students - a great opportunity to get to know each other. www.tu-ilmenau.de/we4you				

International German Language Courses	<p>Each year, the TU Ilmenau offers International German Language Courses in August and September and March which is an excellent opportunity for incoming Erasmus students to improve their German and also their knowledge about Germany and its culture, or to take a qualification in German for technical purposes. It is also a good way of learning how things function in Germany.</p> <p>Erasmus students, who are going to spend an Erasmus-stay in our university, can ask our Erasmus office for a course free of charge. We offer some places free of charge.</p> <p>www.tu-ilmenau.de/en/international-courses//</p>
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Academic Calendar 2018/2019	Winter semester	Summer semester
Optional German course	05.08.2018 - 28.09.2018*	No offer
Arrival period	28.09.2018 - 02.10.2018	28.03.2019 - 31.03.2019
Beginning of the semester	01.10.2018	01.04.2019
Introductory days for Erasmus+ students	02.10.2018 - 05.10.2018	01.04.2019 - 03.04.2019
Start of lectures	08.10.2018	01.04.2019
Lecture-free-periods	27.12.2018 - 04.01.2019	30.05.2019 10.06.2019
End of lecture period	01.02.2019	12.07.2019
Confirmation of continued studies	14.01.2019 - 01.02.2019	11.06.2019 - 28.06.2019
Registration for examination	07.01.2019 - 21.01.2019	12.06.2019 - 26.06.2019
Examination period	04.02.2019 - 02.03.2019	15.07.2019 - 10.08.2019
Repeat examination	18.03.2019 - 30.03.2019	16.09.2019 - 28.09.2019
End of the semester	31.03.2019	30.09.2019

* Details about registration, requirements, costs at www.tu-ilmenau.de/en/international-courses/

