



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2015-20[21]<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.

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<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.

## A.Information about higher education institutions

Website (eg. of the course catalogue)	Contact details <sup>4</sup> (email, phone)	Erasmus code	Name of the institution (and department, where relevant)
<p><a href="http://www.unl.pt">www.unl.pt</a></p> <p><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></p>	<p><b>Institutional Coordinator :</b> Prof. João Sáágua Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8</p> <p>-----</p> <p><b>Subject Area Contact:</b> Prof. Rui Manuel Rodrigues Cardoso Email: <a href="mailto:rrc@fct.unl.pt">rrc@fct.unl.pt</a> Tel.: + 351 21 294 83 00</p> <p>-----</p> <p><b>Administrative contact:</b> SAE-AM 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</p>	P LISBOA03	UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia
www.programy.p.lodz.pl	<p><b>Subject Area Contact:</b> Wojciech Wojdowski, Ph. D., Institute of Mathematics, Wolczanska 215, 93-005 Lodz, Phone: (+4842) 631 36 17, fax: (+48 42) 636 31 14, e-mail: <a href="mailto:wojwoj@gmail.com">wojwoj@gmail.com</a></p> <p>Unit for Internationalisation of Education <a href="mailto:erasmus@info.p.lodz.pl">erasmus@info.p.lodz.pl</a></p>	PL LODZ02	Lodz University of Technolohy (TUL)

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

## 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.]

**Student mobility:**

Number of student mobility periods		Study cycle	Subject area name	Subject area code	TO	FROM
<i>Student Mobility for Traineeships</i>	Student Mobility for Studies <i>[total number of months of the study periods or average duration*]</i>	<i>[short cycle, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>]</i>	*	* [ISCED]	[Erasmus code of the receiving institution]	[Erasmus code of the sending institution]
TBD	2*10 (each)	1 <sup>st</sup> , 2 <sup>nd</sup>	Mathematics and Statistics	054	PL LODZ02	P LISBOA03
TBD	2*10 (each)	1 <sup>st</sup> , 2 <sup>nd</sup>	Mathematics and Statistics	054	P LISBOA03	PL LODZ02

[\*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.]

**Staff mobility:**

Number of staff mobility periods		Subject area name	Subject area code	TO	FROM
<i>Staff Mobility for Training</i>	Staff Mobility for Teaching <i>[total number of days or teaching periods or</i>	*	* [ISCED]	[Erasmus code of the receiving institution]	[Erasmus code of the sending institution]

<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>)

<i>average duration *</i> ]					
2 TBD	2 TBD * 8h	Mathematics and Statistics	054	PL LODZ02	P LISBOA03
2 TBD	2 TBD * 8h	Mathematics and Statistics	054	P LISBOA03	PL LODZ02

### 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:

Recommended language of instruction level <sup>6</sup>		Language of instruction 2	Language of instruction 1	Optional: Subject area	Receiving institution [Erasmus code]
Staff Mobility for Teaching <i>Minimum recommended level: B2</i>	Student Mobility for Studies <i>Minimum recommended level: B1</i>				
B2	B1	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	Portuguese (for 1 <sup>st</sup> cycles)		P LISBOA03
B2	B2	English 1 <sup>st</sup> , 2 <sup>nd</sup>	Polish		PL LODZ02

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

<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>

## 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:

Spring term* [month]	Autumn term* [month]	Receiving institution [Erasmus code]
October 31 <sup>st</sup>	May 31 <sup>st</sup>	P LISBOA03
30 November	30 June	PL LODZ02

*[\* 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

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)



TUL:

*[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.]*

TUL SCALE	ECTS GRADES
5.0	A
4.5	B
4.0	C
3.5	D
3.0	E
2	FX/F

[http://www.p.lodz.pl/en/ectsen,menu1589,ects\\_credit\\_allocation\\_based\\_on\\_the\\_student\\_workload\\_needed\\_in\\_order\\_to\\_achieve\\_expected\\_learning\\_outcomes\\_index.htm](http://www.p.lodz.pl/en/ectsen,menu1589,ects_credit_allocation_based_on_the_student_workload_needed_in_order_to_achieve_expected_learning_outcomes_index.htm)

## **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:

Website for information	Contact details (email, phone)	Institution [Erasmus code]
<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>	Email: <a href="mailto:div.a.ae.mobillidade@fct.unl.pt">div.a.ae.mobillidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	P LISBOA03
<a href="http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm">http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm</a>	<a href="mailto:foreignstudents@info.p.lodz.pl">foreignstudents@info.p.lodz.pl</a>	PL LODZ02

## **3. Insurance**

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

([http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao\\_academica/Seguro%20Escolar/Generali\\_apoliceSegAlunos\\_013.pdf](http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf)).

<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)

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:

Website for information	Contact details (email, phone)	Institution [Erasmus code]
<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>	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	P LISBOA03
<a href="http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm">http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm</a>	<a href="mailto:foreignstudents@info.p.lodz.pl">foreignstudents@info.p.lodz.pl</a>	PL LODZ02



#### 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:

Website for information	Contact details (email, phone)	Institution [Erasmus code]
<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>	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	P LISBOA03
<a href="http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm">http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm</a>	<a href="mailto:foreignstudents@info.p.lodz.pl">foreignstudents@info.p.lodz.pl</a>	PL LODZ02

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

Signature <sup>8</sup>	Date	Name, function	Institution [Erasmus code]
	24-04-2015	<i>Institutional Coordinator, Prof. João Sárgua</i>	P LISBOA03
		<i>Prof. Sławomir Wiak, Vice Rector for Education</i>	PL LODZ02

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