



# 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 [contact details]

Between	University	Westfälische Wilhelms-Universität Münster			
	ERASMUS Code	D MUNSTER01			
	Department	Geography and Landscape Ecology			
<b>Coordinator</b>					
Title and Name	Departmental Coordinator: Klemm, Prof. Dr. Otto		Phone	0049 (0) 251 8333988	
Address	Heisenbergstraße 2		Fax	0049 (0) 251 8338352	
	48149 Münster, GERMANY		E-Mail	erasmus@uni-muenster.de	
Website (e.g. of the course catalogue)			<b>Landscape Ecology:</b> <a href="http://www.uni-muenster.de/Landschaftsoekologie/">http://www.uni-muenster.de/Landschaftsoekologie/</a> <b>Course Catalogue:</b> <a href="https://studium.uni-muenster.de/qisserver/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;navigationsPosition=lectures%252Clectureindex&amp;breadcrumb=lectureindex&amp;topitem=lectures&amp;subitem=lectureindex">https://studium.uni-muenster.de/qisserver/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;navigationsPosition=lectures%252Clectureindex&amp;breadcrumb=lectureindex&amp;topitem=lectures&amp;subitem=lectureindex</a>		

and the	University	Universidade Nova de Lisboa			
	ERASMUS Code	P LISBOA03			
	Department	Faculdade de Ciências e Tecnologia - Department of Environmental Sciences and Engineering (DCEA)			
<b>Coordinator</b>					
Title and Name	Departmental Coordinator: Prof. Alexandra Ribeiro		Phone	(00351) 21 294 83 00	
Address	Campus da Caparica		Fax	(00351) 21 294 83 42	
	2829-516 Caparica, PORTUGAL		E-Mail	abr@fct.unl.pt	
Website (e.g. of the course catalogue)			<b>Course Catalogue:</b> <a href="http://www.unl.pt/quia/2017/fct/UNLGIUnidadeOrganica_view?set_language=en">http://www.unl.pt/quia/2017/fct/UNLGIUnidadeOrganica_view?set_language=en</a>		

#### B. Mobility numbers per academic year

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>)

[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 – Mobility for Studies and Traineeships														
Subject Area Code ISCED*	Subject area name*	Country Code		Number of students mobility periods for										
		From Sending Institut.	To Receiving Institut.	STUDIES			TRAINEESHIPS							
				Number of persons x Number of month		total number of months of the study periods or average duration*	Number of persons x Number of month							
				1 <sup>st</sup>	2 <sup>nd</sup>		3 <sup>rd</sup>	short cycle	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	short cycle		
422	Landscape Ecology	DE	PT	2x9			18							
0521	Environmental Sciences	PT	DE	2x9			18							

[\*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.]

Teaching Staff Mobility (STA)					
Subject Area Code ISCED*	Subject area name*	Country Code		Number of staff mobility periods for teaching staff (STA)	
		From	To	number of persons	total number of days of teaching periods or average duration
422	Landscape Ecology	DE	PT	2	10
0521	Environmental Sciences	PT	DE	2	10

Staff Training Mobility (STT)					
Working field	Country Code		Number of staff mobility periods for staff training (STT)		
	From	To	number of persons	total number of days of training periods or average duration	
To be confirmed by invitation	DE	PT	2	10	
To be confirmed by invitation	PT	DE	2	10	

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D MUNSTER 01	Landscape Ecology	German	English (just in a few courses)	B1	B2
P LISBOA 03	Environmental Sciences	Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2

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

### 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]
D MUNSTER01	May 1 <sup>st</sup>	November 1 <sup>st</sup>
P LISBOA 03	May 31 <sup>st</sup>	October 31 <sup>st</sup>

2. The receiving institution will send its decision within 10 weeks.
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  
[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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

#### D MUNSTER01

WWU Grade	ECTS Grade		
1,0 – 1,5	A	Excellent	Outstanding Performance
1,6 – 2,0	B	Very Good	Performance clearly above average
2,1 – 3,0	C	Good	Performance above average
3,1 – 3,5	D	Satisfactory	Performance on average
3,6 – 4,0	E	Sufficient	Performance with deficiency
4,1-5,0	F	Fail FX/	Performance which does not meet the requirements

#### P LISBOA03

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)

### 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
D MUNSTER01	<p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13</p> <p>Outbound students: Nina Karidio <a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a> 0049 (0)251 832 26 01</p> <p>Incoming and outbound staff: Maria Homeyer <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a> 0049 (0)251 832 26 00</p>	<p><a href="http://www.uni-muenster.de/international/incoming/austausch/praktisches.html">http://www.uni-muenster.de/international/incoming/austausch/praktisches.html</a></p> <p><a href="http://www.uni-muenster.de/en/research/international_academics/formalities/index.html">http://www.uni-muenster.de/en/research/international_academics/formalities/index.html</a></p>
P LISBOA03	<p>Lodging and Mobility Office Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: (00351) 21 294 78 20/7</p>	<p><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></p>

### 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.

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
D MUNSTER01	<p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13</p> <p>Outbound students: Nina Karidio <a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a> 0049 (0)251 832 26 01</p>	<p><a href="http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health">http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health</a></p>

	Incoming and outbound staff: Maria Homeyer <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a> 0049 (0)251 832 26 00	
P LISBOA03	Lodging and Mobility Office Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: (00351) 21 294 78 20/7	

#### 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
D MUNSTER01	Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13  Incoming staff: Maria Homeyer <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a> 0049 (0)251 832 26 00	<a href="http://www.uni-muenster.de/en/international_students/exchange/living/index.html">http://www.uni-muenster.de/en/international_students/exchange/living/index.html</a>  <a href="http://www.uni-muenster.de/en/research/international_academics/accommodation/index.html">http://www.uni-muenster.de/en/research/international_academics/accommodation/index.html</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: (00351) 21 294 78 20/7	<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>

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

Scanned signatures are accepted

Institution: Westfälische Wilhelms-Universität Münster  
Prof. Dr. Otto Klemm  
Departmental Coordinator  
Department of Landscape Ecology

Institution: Universidade Nova de Lisboa  
Prof. Dr. João Sàágua  
Institutional Coordinator

Signature :

Date:

  
2017-08-08  
Prof. Dr. Otto Klemm



Signature :

Date: 10-09-2017



- Inter-institutional agreements can be signed by two or more higher education Institutions
- Higher Education Institutions have to agree on the period of validity of this agreement
- Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
- Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## Contact dates of International Office

International Office Schlossplatz 3 D-48149 Münster, GERMANY	Lodging and Mobility Office Campus de Caparica 2829-516 Caparica, PORTUGAL
<b>Institutional Coordinator: KOHL, Dr. Anke</b> Phone: 0049 (0) 251 832 22165 Fax: 0049 (0) 251 832 2226 E-Mail : <a href="mailto:international.office@uni-muenster.de">international.office@uni-muenster.de</a>	<b>Institutional Coordinator:</b> <b>Prof. Dr. João Sàágua</b> Phone: (00351) 21 384 52 07/8 E-Mail: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a>
<b>Student Mobility: KARIDIO, Nina</b> Phone: 0049 (0) 251 832 26 01 Fax: 0049 (0) 251 832 14 13 E-Mail: <a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a>	<b>Department Coordinator:</b> <b>Prof. Dr. Alexandra Ribeiro</b> Phone: (00351) 21 294 83 00 E-Mail: <a href="mailto:abr@fct.unl.pt">abr@fct.unl.pt</a>
<b>Staff Mobility: HOMEYER, Marla</b> Phone: 0049 (0) 251 832 26 00 Fax: 0049 (0) 251 832 22 26 E-Mail: <a href="mailto:Marla.Homeyer@uni-muenster.de">Marla.Homeyer@uni-muenster.de</a>	<b>Student and Staff Mobility:</b> <b>Lodging and Mobility Office (SAM)</b> Phone: (00351) 21 294 78 20/7 E-Mail: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a>
<b>Placement : ELSINGER, Ruth</b> Career Service der WWU Schlossplatz 3 - D-48149 Münster Phone: 0049 (0) 251 833 22 86 Fax: 0049 (0) 251 833 00 74 E-Mail: <a href="mailto:Ruth.Elsinger@uni-muenster.de">Ruth.Elsinger@uni-muenster.de</a>	