

POLITECNICO DI MILANO	I MILANO02	B.A: Gaia Cairati International Exchange Office/ Erasmus Via Golgi, 42, 201333 Milano e-mail: erasmus@polimi.it Erasmus Coordinator: Prof. Luisa Collina Presidenza Scuola del Design Campus Bovisa	
-----------------------	------------	--	--

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P LISBOA03	I MILANO02	054	Mathematics and statistics	1 st 2 nd 3 rd	3x5 months (each student) 2x5 months (each student) 1x5 months (each student)	---
I MILANO02	P LISBOA0	054	Mathematics and statistics	1 st 2 nd 3 rd	3x5 months (each student) 2x5 months (each student) 1x5 months (each student)	---

*[*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*

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>)

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:

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	I MILANO02	054	Mathematics and statistics	2 x 5 days x 8h	---
I MILANO02	P LISBOA03	054	Mathematics and statistics	2 x 5 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 [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
I MILANO02		Italian Level B1	English Level B2		

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
I MILANO02	Mid May Nomination tool: http://www.polinternational.polimi.it/exchange/nomination-incoming-exchange-students	Mid November Nomination tool: http://www.polinternational.polimi.it/exchange/nomination-incoming-exchange-students

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

2. The receiving institution will send its decision within [5] 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; I MILANO02: the Transcript of records MUST be downloaded from the NOMINATION tool.
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 LISBOA 03:

Information available at:

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

I MILANO 02:

The European Credit Transfer System (ECTS) is fully implemented. Credits measure the student workload which is required to pass the examination and include class attendance, classwork, laboratory work and individual study. It is also possible to obtain credits for other training courses, project works or theses, internships, basic computing skills, training in communication and public relations and group work.

One credit corresponds to a workload of about 25 hours and the yearly workload for an average study course corresponds to about 60 credits. Each subject is assigned a number of credits which the students obtains when they pass their final examination. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest.

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	https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
I MILANO02	Information regarding Visa, Residence Permit and Insurance matters is provided when needed.	

3. Insurance

Institution [Erasmus code]	Information and Contact details (email, phone)
P LISBOA03	<p>All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance.</p> <p>It is mandatory that Mobility Students and Staff bring:</p> <ul style="list-style-type: none"> - 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. <p>Information and assistance can be provided by the following contact points and information sources:</p> <p>Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7</p>
I MILANO02	<p>Politecnico di Milano has in force Public Liability insurance. Any member of the public, as well as any students and staff entering our premises are covered by this insurance policy.</p> <p>Safety precautions are taken in case students and staff are expected to work with machinery, equipment or substances hazardous to health. In such cases, first aid facilities will be available and training, supervision and protective clothing will be provided.</p> <p>Outbound students</p> <p>Students of the Politecnico di Milano taking part in international mobility programmes are insured against accidents and civil liability during the period spent at the host institution.</p> <p>Outbound students are required to hold a European Health Insurance Card (EHIC) or any other policy granting the right to medical care as required in the country of destination.</p> <p>Students of the Politecnico di Milano may also take out cheap travel insurance (Europe Assistance SpA).</p> <p>Incoming students</p> <p>We strongly recommend that incoming students and staff are fully insured. Insurance policy should cover medical emergencies as well as one's property. Information will be provided on how to obtain medical insurance in Italy. However, the responsibility for obtaining necessary and comprehensive insurance policy rests with the incoming students and/or staff.</p>

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
I MILANO02	Politecnico di Milano has many different housing alternatives in all campuses and the Accommodation Service online counter is available for all incoming students. At arrival, several student associations do a great job assisting newcomers in their efforts to find apartments and rooms to rent. www.residenze.polimi.it	www.residenze.polimi.it

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator Prof. João Amaro de Matos	05/12/2017	
I MILANO02	Prof Luisa Collina Erasmus coordinator	09/11/2017	

⁷ Scanned signatures are accepted