

Departmental contact(s)

| Institution | Area code ISCED | Departmental contact | | |
|-------------|--|---------------------------|--------------------|--|
| B LIEGE01 | 091 Biomedical Sciences 0711 Chemical Engineering and Processes | Prof. Christian Grandfils | +32 4 366 35 06 | C.Grandfils@ulg.ac.be |
| P LISBOA03 | Chemical Engineering and Processes | Prof. Maria Reis | + 351 21 294 85 75 | amr@fct.unl.pt |

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 | Area code ISCED | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level | |
|-----------------------|-----------------|--|--|---|-------------------------------|
| | | | | Studies | Teaching |
| B LIEGE01 | All | French** | English** | Certified B1 (exception: for Business and Economics courses: B2) in French required for courses taught in French. Certificate B1 (exception: for Business and Economics courses: B2) in English required for courses taught in English. Bilingual programs: both certificates required. More information: http://www.ulg.ac.be/cms/c_14110/en/language-requirements | B2 |
| P LISBOA03 | All | Portuguese (for 1 st cycles) | Portuguese and/or English (for 2 nd and 3 rd cycles) | B1 (certificate not required) | B2 (certificate not required) |

** please check the [course catalogue](#): "(English)" after the title of the course means that the course is taught in English, no mention means that the course is taught in French (even if the title of the course has been translated into English in the catalogue).

D. Additional requirements

B LIEGE01:

- Integration of mobile students: Welcome Days, tutoring, French lessons: www.ulg.ac.be/erasmus/in.
- Disabled students: www.ulg.ac.be/etudiants/handicap
- The yearly updated information sheet for incoming students (application procedure,...) will be provided with this agreement.
- **Application procedure:** through www.ulg.ac.be/erasmus/in/dossier
- For students in Business management or Economics: students must be at least in their 3rd study year in Business management or Economics.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

| Institution | Autumn term* [month] | Spring term* [month] |
|-------------|------------------------------------|---|
| B LIEGE01 | 15 May (online) – 31 May (printed) | 1 November (online) – 15 November (printed) |
| P LISBOA03 | May 31 st | October 31 st |

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

2. The receiving institution will send its decision within 5 weeks from the application deadline.
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.
4. Termination of the agreement

In case of earlier 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 June of year N will only take effect as of 1 September of year N+1. 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

| Institution | Website for information |
|-------------|---|
| B LIEGE01 | http://www.ulg.ac.be/upload/docs/application/pdf/2015-01/versotorulg20142015.pdf |
| P LISBOA03 | 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 | Contact details (email, phone) | Website for information |
|-------------|---|---|
| B LIEGE01 | mobil.in@ulg.ac.be , +32 4 366 5547/4166 | www.ulg.ac.be/cms/c_14084/preparation-au-depart |
| 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 |

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 | Contact details (email, phone) | Website for information |
|-------------|---|--|
| B LIEGE01 | mobil.in@ulg.ac.be , +32 4 366 5547/4166 | www.ulg.ac.be/erasmus/in/sante |
| P LISBOA03 | Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 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 | Contact details (email, phone) | Website for information |
|-------------|---|---|
| B LIEGE01 | Sofia.Lothe@ulg.ac.be , +32 4 366 52 23 | http://logement.ulg.ac.be |
| 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 |

G. Signatures of the institutions (legal representatives)

| Institution | Name, function | Date | Signature ¹ |
|-------------|---|------------|--|
| B LIEGE01 | Ms. Dominique d'Arripe Institutional Coordinator | 03-04-2017 |  |
| P LISBOA03 | Institutional Coordinator Prof. João Sàágua | 10-05-2017 |  |

¹ Scanned signatures are accepted