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# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[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.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact:</b> Prof. Pedro Alexandre Costa Sousa Email: <a href="mailto:pas@fct.unl.pt">pas@fct.unl.pt</a> Tel.: + 351 21 294 83 00 -----	<a href="http://www.unl.pt">www.unl.pt</a>

<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.

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



		<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	<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>
<b>UNIVERSIDAD POLITÉCNICA DE MADRID</b>  <b>ETSI INFORMATICOS (ETSIINF)</b> (Former Facultad de Informática)	<b>E MADRID05</b>	<b>Erasmus Institutional Coordinator:</b> Prof. Alberto Almendra. c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. Phone: +34 91 336 3660 Fax: +34 91 336 3664. e-mail <a href="mailto:international.europe@upm.es">international.europe@upm.es</a> <b>Erasmus Departmental Coordinator:</b> Prof. Marinela Garcia, Associate Dean for International Affairs, E-mail : <a href="mailto:y.internacionales@fi.upm.es">y.internacionales@fi.upm.es</a> , Phone : +34 91 336 66 08 International Office : Ms. Paloma Vivas E-mail : <a href="mailto:international-office@fi.upm.es">international-office@fi.upm.es</a> Phone : +34 91 336 6895, Fax : +34 91 336 3667 ETSIINF-UPM Campus de Montegancedo s/n. 28660 BOADILLA DEL MONTE (MADRID) SPAIN	<a href="http://www.upm.es">www.upm.es</a>  <a href="http://www.fi.upm.es">www.fi.upm.es</a>

## 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:*

FROM	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus	[Erasmus				

<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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
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*[\*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:**

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 *
P LISBOA03	E MADRID05	061	Information and Communication Technologies (ICTs)	Pedro Sousa João Paulo Pimentão 2*8h
E MADRID05	P LISBOA03	061	Information and Communication Technologies (ICTs)	Ernestina Menasalvas Marinela Fernandez 2*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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
E MADRID05		Spanish	English	B1 B2 (Master level)	B2 (English)

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]
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>
E MADRID05	June 10 <sup>th</sup>	December 1 <sup>st</sup>

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

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

<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>

4

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

At **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)

At **E MADRID05**

Grading system UPM: 0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honour

Read more at:

[http://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Alumnos/Extension%20Universitaria/Intercambios:%20movilidad%20de%20estudiantes/Erasmus/Extranjeros/guia\\_estudiantes\\_extranjeros-ENGLISH\\_20121022.pdf](http://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Alumnos/Extension%20Universitaria/Intercambios:%20movilidad%20de%20estudiantes/Erasmus/Extranjeros/guia_estudiantes_extranjeros-ENGLISH_20121022.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
P LISBOA03	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	<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>
E	<a href="mailto:International-office@fi.upm.es">International-office@fi.upm.es</a>	<a href="http://www.fi.upm.es/?id=incomingstudents&amp;idioma=englis">http://www.fi.upm.es/?id=incomingstudents&amp;idioma=englis</a>

7

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### 3. Insurance

#### At P LISBOA03

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)).

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.

#### At E MADRID05

##### . European Health Insurance Card

[www.centrossanitarios.sanidadmadrid.org](http://www.centrossanitarios.sanidadmadrid.org)

##### -Insurance Policy for International mobility (15€)

<http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional>

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: <a href="mailto:diy.a.ae.mobilidade@fct.unl.pt">diy.a.ae.mobilidade@fct.unl.pt</a>  Tel.: + 351 21 294 78 20/7	---
E MADRID05	International- <a href="mailto:office@fi.upm.es">office@fi.upm.es</a> +34 91 336 6895	<a href="http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english">http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english</a>  . European Health Insurance Card <a href="http://www.centrossanitarios.sanidadmadrid.org">www.centrossanitarios.sanidadmadrid.org</a> -Insurance Policy for International mobility (15€) <a href="http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional">http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</a>




#### 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: <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	<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>
E MADRID05	<a href="mailto:International-office@fi.upm.es">International-office@fi.upm.es</a> +34913366895	<a href="http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english">http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	28 JAN. 2014	
E MADRID05	Prof. Marinela García Departmental Coordinator	14-01-2014	
E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator		

<sup>7</sup> Scanned signatures are accepted

