



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. João Amaro de Matos ----- Subject Area Contact – 0732 - Prof. ^a Paulina Faria, Department of Civil Engineering Email: paulina.faria@fct.unl.pt Tel.: + 351 21 294 85 80 ----- 0712 - Prof. ^a Alexandra Ribeiro, Department of Environmental Sciences and Engineering Email: abr@fct.unl.pt Tel.: +351 21 294 83 00 Administrative contact: SAM 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

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

LIVERPOOL JOHN MOORES UNIVERSITY - FACULTY OF ENGINEERING AND TECHNOLOGY	UK LIVERPO02	Institutional Coordinator : Jayne Kerwin Email: erasmus@ljmu.ac.uk Tel: + 44 151 904 6470	https://www.ljmu.ac.uk/
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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	UK LIVERPO02	0732/0712	Building and Civil Engineering or Environmental Protection Technology	1 st , 2 nd , 3 rd (1st cycle=BSc programmes, 2nd cycle= MSc programmes, 3rd= PhD studies)	2 students* 1 semester each (students could be from both departments or just one department)	
UK LIVERPO02	P LISBOA03	0732/0712	Building and Civil Engineering or Environmental Protection Technology	1 st , 2 nd , 3 rd	2 students* 1 semester each (students could be from both departments (Department of Built Environment and Department of Civil Engineering or just one department)	

*[*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.]*

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>)

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	UK LIVERPO02	0732/0712	Building and Civil Engineering/ Environmental Protection Technology	2 staff x 8h/week in the academic year (2 academic staff member annually from NOVA (from Department of Civil Engineering and/or Department of Environmental Sciences and Engineering) to LJMU)	
UK LIVERPO 02	P LISBOA03	0732/0712	Building and Civil Engineering/ Environmental Protection Technology	2 staff x 8h/week in the academic year (2 academic staff member annually from LJMU (from BUE and/or CIV) to NOVA)	

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
UK LIVERPO02		English (for 1 st cycles)	English (for 2 nd and 3 rd cycles)	B1	B2

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>

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.]

LJMU: Exchange students should have completed at least two years at their home university at the time of participation and must register for 20-30 ETCS per semester. LJMU is able to welcome disabled students, depending on the type of disability. More information can be provided if required: <https://www.ljmu.ac.uk/applicant-login/targeted-student-support/students-with-a-disability>

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	Final date for applications: May 31 st	Final date for applications: October 31 st
UK LIVERPO02	Final date for applications: last day of February	Final date for applications: October 31 st

[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."]

In the event of termination or amendment of this agreement by either party, notice will be given by October of the preceding year. This means that an unilateral decision to discontinue the exchanges notified to the other party by 30rd October 20XX will only take effect as of

1st September 20XX+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

P LISBOA03

Information available at:

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

UK LIVERPO02

For Liverpool John Moores University: Please refer to section C8 in the University's Academic Framework regulations

http://www.ljmu.ac.uk/Academic_Enhancement/121984.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:

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/information-incoming-students-and-other-visitors
UK LIVERPO02	Helen Brady 00 44 151 231 3228	http://www.ljmu.ac.uk/Development_Funding/72316.htm

3. Insurance

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
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
UK LIVERPO02	Rachel Smith 00 44 151 904 4631 r.smith@ljmu.ac.uk	http://www.ljmu.ac.uk/Development_Funding/72316.htm



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
UK LIVERPO02	Ed Naylor 00 44 151 904 4681/4166 accommodation@ljmu.ac.uk	http://www.ljmu.ac.uk/Accommodation/index.htm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Prof. João Amaro de Matos Erasmus Institutional Coordinator	18/10/17	
UK LIVERPO02	Director of International Relations Sarah Beresford	18/08/17	

⁷ Scanned signatures are accepted