Erasmus+ Programme

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

Inter-institutional agreement
between programme countries

[Minimum requirements]

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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Institutional Contact details (name, address, phone, fax, email) + Other contact relevant to the stipulation of the agreement (if any)</th>
<th>Subject Area Contact details (name, address, phone, fax, email)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| ALMA MATER STUDIORUM – UNIVERSITA’ DI BOLOGNA | I BOLOGNA01 | Giovanna Filippini – Head of International Relations  
DIRE - International Relations Department - Erasmus+ Office (Bilateral Agreements)  
Via Zamboni 33 – 40126 Bologna  
Phone: +39 0512088100  
Fax: +39 0512086174  
E-mail: erasmus@unibo.it | Beatrice Fraboni  
Dipartimento di Fisica e Astronomia  
Phone: +39 051 20 9 5806  
Fax:  
Email: beatrice.fraboni@unibo.it  
Website: www.unibo.it/it/docenti/beatrice.fraboni | www.unibo.it  
www.unibo.it/CourseUnits |
| UNIVERSIDADE NOVA DE LISBOA | P LISBOA03 | Prof. João Amaro de Matos  
Campus de Campolide P-1099-086 Lisboa PRT  
Phone: +351 21 3845207/08, Fax: E-mail: erasmus@unl.pt | Elvira Fortunato  
Lisboa Portugal  
Phone: +351 212948562  
E-mail: cniwat.secretariado@fct.unl.pt | www.unl.pt  
http://www.unl.pt/guia/2017/fct/ |

B. Mobility numbers per academic year

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically, shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. Each party will take this into consideration when organizing students selection.
Termination and modification of the agreement

In case of changes, the partners can amend the agreement (part B) and/or the attached info sheet data, which form an integral part of the agreement, at one academic year written notice, by sending an email to the institutional contact listed in part A. This means that an unilateral decision to modify the agreement must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1. Only in case of change of part B the drawing up/stipulation of a new agreement is required.

The agreement may be terminated by either side at one academic year written notice by sending an email to the institutional contact listed in part A. This means that a unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1.

The participants already nominated by their home university at the date of notice shall be permitted to complete the program.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

The effective implementation of this agreement is subject to the award of the Erasmus University Charter to each of the participating institutions. Failure to secure a valid Charter by one or both institutions shall result in automatic termination of the agreement.

C. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>I BOLOGNA01</td>
<td>Giovanna Filippini (Head of International Relations)</td>
<td>04/12/2017</td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Prof. Doutor João Amaro de Matos (Erasmus Institutional Coordinator)</td>
<td>11/12/2017</td>
<td></td>
</tr>
</tbody>
</table>

In attachment: Bologna and partner info sheet

¹ Scanned signatures are accepted
Erasmus code: IBOLOGNA 01
Website: www.unibo.it
Head of Institution: Prof. Francesco Ubertini (Rector)
ERASMUS + Institutional Coordinator: Prof. Alessandra Scaglierini (Vice-Rector)
International Relations: Dr. Giovanna Filippini (Head)

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:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>I BOLOGNA01</td>
<td></td>
<td>Italian</td>
<td>English</td>
<td>Student Mobility for Studies [Minimum recommended level: B1]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching [Minimum recommended level: B2]</td>
</tr>
</tbody>
</table>

For more details on the language of instruction, see the course catalogue: www.unibo.it/CourseUnits

¹ 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
Additional requirements

Exchange students will normally be permitted to enter courses at I BOLOGNA01 unless these courses are subject to restricted enrolments.

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities: www.unibo.it/DisabledStudents.

Calendar

1. Student nominations and applications must reach I BOLOGNA01 by:

<table>
<thead>
<tr>
<th>Nomination</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term*&lt;br&gt;[day/month]</td>
<td>Spring term*&lt;br&gt;[day/month]</td>
</tr>
<tr>
<td>1 July</td>
<td>1 December</td>
</tr>
</tbody>
</table>

Student nominations must be sent to the following e-mail address: incoming.diri@unibo.it

The study field of the Erasmus Agreement is binding: please nominate students attending a study programme which is coherent with the study code of the Bilateral Agreement.

The bilateral agreement specifies the number of places available, it is not possible to split the duration of each mobility to increase the number of exchanges (for example if an agreement foreseen 2 students for 10 months, it is not possible to nominate 4 students for 5 months).

Students’ applications must be submitted online as soon as they receive the acceptance message with the instructions.

2. I BOLOGNA01 will send its decision about acceptance to nominated students within five weeks upon receipt of nominations.

3. A Transcript of Records will be issued by I BOLOGNA01 no later than five weeks after student departure.

Information

1. Grading systems of the institutions

The ECTS grading tables of I BOLOGNA01 are available at the following page:

www.unibo.it/ECTSgradingscale
2. Visa

I BOLOGNA01 will provide assistance, when required, in securing visas for incoming 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:

<table>
<thead>
<tr>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Relations Office</td>
<td><a href="http://www.unibo.it/exchangestudents">www.unibo.it/exchangestudents</a></td>
</tr>
<tr>
<td>e-mail address: <a href="mailto:incoming.diri@unibo.it">incoming.diri@unibo.it</a></td>
<td></td>
</tr>
</tbody>
</table>

3. Insurance

I BOLOGNA01 will provide assistance in obtaining insurance for incoming mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

I BOLOGNA01 students are covered by an accident and third party liability insurance.

I BOLOGNA01 will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

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<th>Website for information</th>
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<td><a href="http://www.unibo.it/exchangestudents">www.unibo.it/exchangestudents</a></td>
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<tr>
<td>e-mail address: <a href="mailto:incoming.diri@unibo.it">incoming.diri@unibo.it</a></td>
<td></td>
</tr>
</tbody>
</table>

4. Housing

I BOLOGNA01 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:
5. Further information

Multicampus structure

The University of Bologna is organized on a multicampus structure. Courses and research activities are held in 5 cities: Bologna (the main campus), Cesena, Forlì, Ravenna and Rimini.

Students need to pay attention to the campus which they have been nominated for, since Campus changes will be only exceptionally allowed, and only for verified academic needs.

The four cities are well connected to Bologna by train, but we warmly recommend students to find accommodation in the city where their campus is located. Once students have received the confirmation of their registration by our offices, they can contact the following email addresses for general information about their stay:

Bologna Campus: incoming.diri@unibo.it

Cesena Campus: campuscesena.uri@unibo.it

Forlì Campus: campusforli.uri@unibo.it

Ravenna Campus: campusravenna.internazionale@unibo.it

Rimini Campus: campusrimini.relint@unibo.it
Institution: UNIVERSIDADE NOVA DE LISBOA

Country: Portugal

Erasmus code: P LISBOA03

Website: www.unl.pt

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:

<table>
<thead>
<tr>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
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<th>Recommended language of instruction level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Portuguese</td>
<td>English</td>
<td>Student Mobility for Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Minimum recommended level: B1]</td>
</tr>
<tr>
<td></td>
<td>Portuguese B1</td>
<td>English B1</td>
<td>Staff Mobility for Teaching</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Minimum recommended level: B2]</td>
</tr>
</tbody>
</table>

For more details on the language of instruction, see the course catalogue: http://www.unl.pt/guia/2017/fct/

Additional requirements
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.

Calendar
1. Student nominations and applications must reach P LISBOA03 by:

<table>
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<td>Autumn term* [day/month]</td>
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</tr>
<tr>
<td>31 May</td>
<td>31 October</td>
</tr>
</tbody>
</table>

Notes: Student nominations and applications documents must be sent to the following email address:
div.a.e.mobilidade@fct.unl.pt

On line nomination system: No
On line application system: No

Incoming Student Office
Faculty of Lodging Mobility Office, Faculdade de Ciências e Tecnologia / UNL
Office: Divisão Académica - Secção de Apoio ao Estudante - Acolhimento e Mobilidade
2. LISBOAO3 will send its decision about acceptance to BOLOGNA01 within 4 weeks starting from receipt of complete student application documents.

3. A Transcript of Records will be issued by LISBOAO3 no later than 5 weeks after the assessment period has finished at the receiving HEI.

Information

1. Grading systems of the institutions
http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

2. Visa
LISBOAO3 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:

<table>
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<tr>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
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<tbody>
<tr>
<td>Phone number: 00 351 21 294 78 20/7</td>
<td></td>
</tr>
<tr>
<td>E-mail address: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a></td>
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</table>
5. Further information