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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. Maria Filomena Dinis Conservation and Restoration Department Email: <a href="mailto:mfmd@fct.unl.pt">mfmd@fct.unl.pt</a> Tel.: +351 21 294 83 22 -----	<a href="http://www.unl.pt">www.unl.pt</a>  <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>

<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	
UNIVERSITEIT ANTWERPEN	B ANTWERP01	<b>Departmental Coordinator</b> Carolina Van der Star Mutsaardstraat 31 BE-2000 ANTWERPEN Belgium carolina.vanderstar@uantwerpen.be +32 3 213 7134 <b>Administrative Coordinator</b> Magali Sloomans Mutsaardstraat 31 BE-2000 ANTWERPEN Belgium magali.sloomans@uantwerpen.be +32 3 205 61 74	<a href="http://www.uantwerp.be/internationalexchange">www.uantwerp.be/internationalexchange</a>  <a href="https://www.uantwerpen.be/en/faculties/design-sciences/">https://www.uantwerpen.be/en/faculties/design-sciences/</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 [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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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	B ANTWERP01	021	Arts	1 <sup>st</sup> , 2 <sup>nd</sup>	1 <sup>st</sup> : 1 * 6 2 <sup>nd</sup> : 1 * 6	TBD
B ANTWERP01	P LISBOA03	---	---	---	---	---

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

<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>)

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  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P LISBOA03	B ANTWERP01	---	---	---	---
B ANTWERP01	P LISBOA03	021	Arts	TBD * 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
B ANTWERP01		Dutch	English	English: B2 Dutch: B2	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<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>



## D. Additional requirements

### B ANTWERP01

Information for students and staff with disabilities:

[www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/information-for/disability/](http://www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/information-for/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	May 31 <sup>st</sup>	October 31 <sup>st</sup>
B ANTWERP01	<b>Nominations:</b> 15 April, when a visa is required 1 May, when no visa is required <b>Student applications:</b> 1 May, when a visa is required 1 June, when no a visa is required	<b>Nominations:</b> 1 October, when a visa is required 15 October, when no visa is required <b>Student applications:</b> 1 November, when a visa is required 15 November, when no visa is required

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

2. The **University of Antwerp** will send its decision within 6 weeks after the application deadline, under the condition that the application is done correctly and timely.  
**P LISBOA03** will send its decision within [4] weeks (minimum).
3. The **University of Antwerp** as receiving institution will issue the **Transcript of Records** no later than 4 weeks after the assessment period has finished.  
**P LISBOA03** will issue the **Transcript of Records** no later than 5 weeks after the assessment period has finished.
4. Termination / modification of the agreement  
Termination of the agreement or amendments in the data set above can be made annually, if communicated before 1 January. Neither the European Commission nor the National Agency can be held responsible in case of conflict.

## F. Information

### 1. Grading systems of the institutions

#### University of Antwerp:

[www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/information-for/international-students/exchange-students/study-information/examination-grading/](http://www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/information-for/international-students/exchange-students/study-information/examination-grading/)

#### P LISBOA03:

[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)

## 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>
B ANTWERP01		<a href="http://www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/information-for/international-students/exchange-students/arrival/visa/">www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/information-for/international-students/exchange-students/arrival/visa/</a>

## 3. Insurance

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.

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	
B ANTWERP01		<b>Health Insurance:</b> <a href="http://www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/budget-social-facilities/health-insurance/">www.uantwerp.be/en/education/from-choosing-a-programme-to-graduat/budget-social-facilities/health-insurance/</a> <b>Fire Insurance:</b> <a href="http://www.uantwerp.be/en/campus-life/housing/fire-insurance/">www.uantwerp.be/en/campus-life/housing/fire-insurance/</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>
B ANTWERP01	<b>Martine Depauw</b> Groenenborgerlaan 149 G.B.003 2020 Antwerpen +32 32654863 Martine.depauw@uantwerpen.be	<a href="http://www.uantwerp.be/en/campus-life/housing/">www.uantwerp.be/en/campus-life/housing/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Institutional Coordinator Prof. José Esteves Pereira	27 JAN. 2014	
B ANTWERP01	Prof. Dr. Alain Verschoren Rector University of Antwerp	21 -01- 2014	

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