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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 2014-2020<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)
UNIVERSITE LIBRE DE BRUXELLES	B-BRUXEL 04	Contact person : Mrs. Elizabeth Olivares Service de Mobilité Etudiante (SME) <a href="mailto:Elizabeth.Olivares.Font@ulb.ac.be">Elizabeth.Olivares.Font@ulb.ac.be</a> Tél : + 32-2-650.67.68	<a href="http://www.ulb.ac.be/index.html">http://www.ulb.ac.be/index.html</a>
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> <b>0533</b> Prof. José Paulo Santos Email: <a href="mailto:jps@fct.unl.pt">jps@fct.unl.pt</a> <b>052</b> Prof. Marla Paula Antunes Email: <a href="mailto:mpa@fct.unl.pt">mpa@fct.unl.pt</a> <b>0531</b> Prof. Isabel Fonseca	<a href="http://www.unl.pt">www.unl.pt</a>  <a href="http://www.fct.unl.pt/en/student-orientation-and-">http://www.fct.unl.pt/en/student-orientation-and-</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.

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		Email: blo@fct.unl.pt ----- <b>Administrative contact:</b> SAE-AM Email: <a href="mailto:div.a.ae.mobildade@fct.unl.pt">div.a.ae.mobildade@fct.unl.pt</a> Tel: + 351 21 294 78 20/7	<a href="#">mobility/students-mobility-study-sms</a>
[...]			

## B. Mobility numbers<sup>5</sup> per 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.

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 *
B BRUXEL04	P LISBOA03	0531 (Former 442 )	Chemistry	1 <sup>st</sup> , 2 <sup>nd</sup>	1*9	/
		0533 (Former 441 )	Physics	2 <sup>nd</sup>	1*9	/
		052 (former 4433)	Environment	2 <sup>nd</sup>	2*9 (each)	/
P LISBOA03	B BRUXEL04	0531 (Former 442 )	Chemistry	1 <sup>st</sup> , 2 <sup>nd</sup>	1*9	/
		0533 (Former 441 )	Physics	2 <sup>nd</sup>	1*9	/
		052 (former 4433)	Environment	2 <sup>nd</sup>	2*9 (each)	/

[\*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.]

<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>)

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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
B BRUXEL04	P LISBOA03	0531 (Former 442 )	Chemistry	TBD * 8h	/
		0533 (Former 441 )	Physics	Michel Godefroid* 8h	/
		052 (former 4433)	Environment	Tom Bauler * 8h	/
P LISBOA03	B BRUXEL04	0531 (Former 442 )	Chemistry	TBD * 8h	/
		0533 (Former 441 )	Physics	José Paulo Santos * 8h	/
		052 (former 4433)	Environment	M <sup>a</sup> Paula Antunes * 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	Optional: Subject	Language of	Language of	Recommended language of instruction level <sup>6</sup>
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<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>

[Erasmus code]	area	instruc- tion 1	instruc- tion 2	Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
B-BRUXEL 04		FR		B1	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

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

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

ULB's student disabilities' service, offer of the assistance and organize, if required, assistance or possible timetable adjustments, to allow disabled students to complete their exchange's period in the best possible conditions.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B BRUXEL04	May 1st	October 1st
P LISBOA03	May 31 <sup>st</sup>	October 1 <sup>st</sup>

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

2. The receiving institution will send its decision within [6] weeks.
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 of the agreement, 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. "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

**B BRUXEL04:** <http://www.ulb.ac.be/enseignements/presentation/fr/presentation-fr-ects.html>

**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
B BRUXEL04	<a href="mailto:mobilite@ulb.ac.be">mobilite@ulb.ac.be</a>	<a href="http://diplomatie.belgium.be/fr/Services/ve_nlr_en_belgique/">http://diplomatie.belgium.be/fr/Services/ve_nlr_en_belgique/</a> <a href="http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf">http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobillidade@fct.unl.pt">div.a.ae.mobillidade@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>

### 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.

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.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
B BRUXEL04	<a href="mailto:mobilite@ulb.ac.be">mobilite@ulb.ac.be</a>	12 Euro are requested for ULB Insurance, this covers any accidents that might occur in the pursuit of academic activities <a href="http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html">http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html</a>
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	---

#### 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
B BRUXEL04	<a href="mailto:Office.du.Logement@ulb.ac.be">Office.du.Logement@ulb.ac.be</a>	<a href="http://www.ulb.ac.be/logements/index.html">http://www.ulb.ac.be/logements/index.html</a>
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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
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<sup>7</sup> Scanned signatures are accepted

B BRUXEL04	Institutional Mobility Coordinator : Mme Françoise GILOT	19.12.1	
P LISBOA03	Prof. José Esteves Perelra Institutional Coordinator	09 JAN. 2014	

