Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-20[21]² between E BADAJOZ 01 AND P LIBOA03 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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details* (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia | P LISBOA03 | Institutional Coordinator: Prof. João Sálgua  
Email: erasmus@unl.pt  
Tel.: +351 21 384 52 07/8  
Subject Area Contact: Prof. Virgílio António da Cruz Machado  
Email: vcm@fct.unl.pt  
Tel.: +351 21 294 85 42  
Administrative contact: SAE-AM  
Email: div.aae.mobilidade@fct.unl.pt  
Tel.: + 351 21 294 78 20/7 | www.unl.pt  
| UNIVERSIDAD DE EXTREMADURA | E BADAJOZ01 | Relaciones Internacionales  
Avda. Universidad s/n  
Edif. Usos Múltiples  
E-10003 | www.unex.es/relint |

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.
B. Mobility numbers 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:

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>I PISA01</th>
<th>Subject area code * [ISCED]</th>
<th>Subject area name *</th>
<th>Study cycle [short cycle, 1st, 2nd or 3rd] *</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03 E BADAJOZ01</td>
<td>071</td>
<td>Engineering and engineering trades</td>
<td>1st</td>
<td>4x10</td>
<td>NA</td>
</tr>
<tr>
<td>E BADAJOZ01 P LISBOA03</td>
<td>0715</td>
<td>Mechanics and Metal Trades</td>
<td>2nd</td>
<td>2x10</td>
<td>NA</td>
</tr>
<tr>
<td>E BADAJOZ01 P LISBOA03</td>
<td>0713</td>
<td>Electricity and Energy</td>
<td>3rd</td>
<td>2x10</td>
<td>NA</td>
</tr>
</tbody>
</table>

*[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.]

* 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:**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code *</th>
<th>Subject area name *</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>E BADAJOZ01</td>
<td>071</td>
<td>Engineering and engineering trades</td>
<td>1 x 1 week</td>
</tr>
<tr>
<td>E BADAJOZ01</td>
<td>P LISBOA03</td>
<td>0713 - 0715</td>
<td>Mechanics and Metal Trades Electricity and Energy</td>
<td>1 (per area) x 1 week</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code]</td>
<td></td>
<td></td>
<td></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>
<tr>
<td>P LISBOA03</td>
<td>---</td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>B1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B2</td>
</tr>
<tr>
<td>E BADAJOZ01</td>
<td>ALL SUBJECTS</td>
<td>SPANISH</td>
<td>NA</td>
<td>A2 - No Certificate Required</td>
</tr>
</tbody>
</table>

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 BADAJOZ01: [http://www.unex.es/organizacion/unidades/uiae](http://www.unex.es/organizacion/unidades/uiae)

E. **Calendar**

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

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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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)
Receiving Institution [Erasmus code] | Autumn term* [month] | Spring term* [month]
--- | --- | ---
P LISBOA03 | May 31st | October 31st
E BADAJOZ01 | Mid May – Mid June | Mid October – Mid November

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

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

E BADAJOZ01: Automatic Replay upon Application

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]

E BADAJOZ01: Hand delivery to students at the end of the academic period

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."]

E BADAJOZ01: Automatic renewal on previous agreement of both parties - Before end of November.

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

E BADAJOZ01: The results of the exams passed by Erasmus students is represented by a mark based on the national system (in Spain it goes from "1" to "10"). The transcript of records includes the ECTS Grade equivalence.
http://www.unex.es/organizacion/secretariado/sol/incoming-erasmus-students-on-line-registration/erasmus-erasmus-students

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
P LISBOA03 | Email: div.a.ae.mobilidade@fct.unl.pt
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/estudiante/informacao_academica/Seguro%20Escolar/General%20policy%20in%20Portuguese%20-%202013.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 BADAJOZ01:

Phone: +34 927 257016 - +34 924 289373
Email: emeraldalvc@unex.es

http://www.unex.es/organizacion/secretariados/atr/incoming-erasmus-students-on-line-registration/european-erasmus-students

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

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<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Email: div.a <a href="mailto:ae.mobilities@fct.unl.pt">ae.mobilities@fct.unl.pt</a>&lt;br&gt;Tel.: +351 21 294 78 20/7</td>
<td>---</td>
</tr>
<tr>
<td>E BADAJOZ01</td>
<td>Phone: +34 927 257016 - +34 924 289373&lt;br&gt;Email: <a href="mailto:esmeraldalvc@unex.es">esmeraldalvc@unex.es</a></td>
<td><a href="http://www.unex.es/organizacion/secretariados/atr/incoming-erasmus-students-on-line-registration/european-erasmus-students">http://www.unex.es/organizacion/secretariados/atr/incoming-erasmus-students-on-line-registration/european-erasmus-students</a></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Email: div.a <a href="mailto:ae.mobilities@fct.unl.pt">ae.mobilities@fct.unl.pt</a>&lt;br&gt;Tel.: +351 21 294 78 20/7</td>
<td><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-smes">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-smes</a></td>
</tr>
<tr>
<td>E BADAJOZ01</td>
<td>Phone: +34 927 257016 - +34 924 289373&lt;br&gt;Email: <a href="mailto:esmeraldalvc@unex.es">esmeraldalvc@unex.es</a></td>
<td><a href="http://www.unex.es/organizacion/secretariados/atr/incoming-erasmus-students-on-line-registration/european-erasmus-students">http://www.unex.es/organizacion/secretariados/atr/incoming-erasmus-students-on-line-registration/european-erasmus-students</a></td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)
<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>
| P LISBOA03                | Prof. João Sáágua  
Institutional Coordinator | 17-11-2014 |           |
| E BADAJOZ01               | Juan Antonio Rosado  
Head of the International Office | 31/10/2014 |           |

*Scanned signatures are accepted*