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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 2014-2021 between programme countries

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>2</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<p><b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@uni.pt">erasmus@uni.pt</a> Tel.: +351 21 384 52 07/8</p> <p>-----</p> <p><b>Subject Area Contact:</b> Prof. António Pinho Ramos Email: <a href="mailto:ampr@fct.uni.pt">ampr@fct.uni.pt</a> Tel.: + 351 21 294 83 00</p> <p>-----</p> <p><b>Administrative contact:</b> SAE-AM Email: <a href="mailto:div.a.ae.mobilidade@fct.uni.pt">div.a.ae.mobilidade@fct.uni.pt</a> Tel: + 351 21 294 78 20/7</p>	<p><a href="http://www.uni.pt">www.uni.pt</a></p> <p><a href="http://www.fct.uni.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.uni.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a></p>
ÉCOLE POLYTECHNIQUE FÉDÉRALE DE LAUSANNE	CH LAUSANN06	<p><b>Administrative Coordinator :</b> Ms. Luisa Pizzillo <a href="mailto:luisa.pizzillo@epfl.ch">luisa.pizzillo@epfl.ch</a> +41 21 693 14 19</p> <p><b>Institutional Coordinator :</b> Dr. Antoine Fromentin <a href="mailto:antoine.fromentin@epfl.ch">antoine.fromentin@epfl.ch</a> +41 21 693 51 12</p>	<p><b>EPFL Homepage:</b> <a href="http://www.epfl.ch">www.epfl.ch</a></p> <p><b>Mobility Office:</b> <a href="http://sae.epfl.ch/exchange-incoming">sae.epfl.ch/exchange-incoming</a></p>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</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	CH LAUSANN06	0732	Building and Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 * 6 (each)	TBD
CH LAUSANN06	P LISBOA03	0732	Building and Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1 * 10	TBD

[\*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.]

### 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	CH LAUSANN06	0732	Building and Civil Engineering	TBD * 8h	---
CH LAUSANN06	P LISBOA03	0732	Building and Civil Engineering	TBD * 8h	---

<sup>3</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>)

### 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>4</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
CH LAUSANN06		Bachelor - Mainly French	Master - Mainly English	B2 (recommended)	B2 (recommended)

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

**CH LAUSANN06:** Exchange students should have completed at least one year at their home university at the time of participation and must register for 20-30 ECTS per semester. EPFL is able to welcome **disabled students**, depending on the type of disability. More information can be provided if required: <http://sae.epfl.ch/disabled-person>

### 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>
CH LAUSANN06	April 15th	November 1st

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

<sup>4</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>

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 termination or amendment of this agreement by either party, notice will be given by October of the preceding year. This means that a unilateral decision to discontinue the exchanges notified to the other party by 30 October 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

P LISBOA03: Information available at:

[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)

CH LAUSANN06 :

Grade scale: from 1 to 6

6 = excellent (A)

5.5 = very good (B)

5 = good (C)

4.5 = satisfactory (D)

4 = pass (E)

4 ≤ fail (F)

NA = absent

### 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>
CH LAUSANN06		<a href="http://sae.epfl.ch/visa-en">sae.epfl.ch/visa-en</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.mobillidade@fct.unl.pt">div.a.ae.mobillidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	
CH LAUSANN06		<a href="http://sae.epfl.ch/insurance">sae.epfl.ch/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.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/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
CH LAUSANN06		<a href="http://logement.epfl.ch/housing">logement.epfl.ch/housing</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
P LISBOA03	Institutional Coordinator, Prof. José Esteves Perreira	10 JAN. 2014	
CH LAUSANN06	Dr. Antoine Fromentin, Head of International Relations	8.1.14	

<sup>5</sup> Scanned signatures are accepted





ÉCOLE POLYTECHNIQUE  
FÉDÉRALE DE LAUSANNE

### Information Sheet 2014/2015

University Name	Ecole Polytechnique Fédérale de Lausanne (EPFL)
Erasmus Code Charter number	CH LAUSANN06 257708-IC-1-2011-1-CH-ERASMUS-EUCX-1
Website	<a href="http://www.epfl.ch">www.epfl.ch</a>
President / Head of Institution	Prof. Patrick Aebischer
Website for Incoming Exchange Students	<a href="http://sae.epfl.ch/exchange-incoming">sae.epfl.ch/exchange-incoming</a>
International Relations Unit (Institutional Coordinator)	Dr Antoine Fromentin <a href="mailto:antoine.fromentin@epfl.ch">antoine.fromentin@epfl.ch</a> CM 2 302, Station 10 CH-1015 Lausanne Tel. +41 21 693 51 12 Fax +41 21 693 58 65 <a href="http://ri.epfl.ch">http://ri.epfl.ch</a>
Student Exchange Office for incoming & outgoing students	Eliane Reuille <a href="mailto:eliane.reuille@epfl.ch">eliane.reuille@epfl.ch</a> Tel. +41 21 693 22 80  Luisa Pizzillo <a href="mailto:luisa.pizzillo@epfl.ch">luisa.pizzillo@epfl.ch</a> Tel. +41 21 693 14 19  Coralie Link <a href="mailto:coralie.link@epfl.ch">coralie.link@epfl.ch</a> Tel. +41 21 693 38 14  BP 1 244 Station 16 CH-1015 Lausanne Fax. +41 21 693 60 80 <a href="http://sae.epfl.ch/contacts_incoming/en">sae.epfl.ch/contacts_incoming/en</a>
Exchange Coordinators in the faculties/schools	<a href="http://sae.epfl.ch/exchange-incoming">sae.epfl.ch/exchange-incoming</a>
Semester periods	Autumn semester 2014: 15.09.2014 - 19.12.2014 Spring semester 2015: 16.02.2015 - 29.05.2015
Examination periods	Autumn session: 12.01.2015-31.01.2015 Spring session: 15.06.2015-04.07.2015

Courses and study plans	<a href="http://sae.epfl.ch/exchange_incoming/study_plans">sae.epfl.ch/exchange_incoming/study_plans</a> Incoming exchange students are requested to register for 20-30 ECTS per semester. Courses in Management of Technology and Financial Engineering are restricted and only under request.
Courses registration deadline	Students must register on-line for the courses no later than 2 weeks after the semester starts
Application deadlines	Academic year 2014-2015: 15th April 2014 Autumn semester 2014: 15th April 2014 Spring semester 2015: 1st November 2014
Application form	<a href="http://sae.epfl.ch/exchange-incoming">sae.epfl.ch/exchange-incoming</a>
Accommodation	<a href="http://logement.epfl.ch">logement.epfl.ch</a>
French Language Course	Intensive Course: <ul style="list-style-type: none"> <li>• 18.08 - 05.09.2014 – application deadline: 15.07.2014</li> <li>• Mid-January - application deadline: mid-December</li> </ul> Application on-line <a href="http://langues.epfl.ch/">langues.epfl.ch/</a> Language courses are free of charge for exchange students
Visa	<a href="http://sae.epfl.ch/visa-en">sae.epfl.ch/visa-en</a> For any support regarding the visa, please contact the Student Exchange Office
Insurance	<a href="http://sae.epfl.ch/insurance">sae.epfl.ch/insurance</a>
Academic Structure (National System)	Bachelor = 3 years Master = 1.5-2 years Final Master project/thesis = 4-6 months
Language of instruction	Bachelor program: French Master program: English (mainly) & French  It is strongly recommended to have the level B2 in French
Credit system	ECTS (European Credit Transfer System)  Workload for a full-time student: <ul style="list-style-type: none"> <li>• 30 ECTS per semester</li> <li>• 60 ECTS per academic year</li> </ul> 1 ECTS = 1 hour course per week
Grades system	Grade scale: from 1 to 6  6 = excellent (A) 5.5 = very good (B) 5 = good (C) 4.5 = satisfactory (D) 4 = pass (E) 4 ≤ fail (F) NA = absent
Official Academic Transcript of Records	Sent to the exchange student