



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional 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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@uni.pt Tel.: +351 21 384 52 07/8 Subject Area Contact: Prof. Rui Manuel Rodrigues Cardoso Email: rrc@fct.unl.pt Tel.: + 351 21 294 83 00 Administrative contact: SAE-AM Email: div.a.ae.mobillidade@fct.unl.pt Tel: + 351 21 294 78 20/7	www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
TECHNISCHE UNIVERSITÄT BERLIN	D BERLIN02	Dr. Carola Beckmeier Erasmus Institutional Coordinator Technische Universität Berlin Straße des 17. Juni 135, D - 10623 Berlin (Deutschland) Phone: +49-30-314-24799 Fax : +49-30-314-24067 carola.beckmeier@tu-berlin.de	www.tu-berlin.de/International-office www.auslandsamt.tu-berlin.de
Faculty - Departmental Coordinator		Prof. Stefan Felsner Departmental Coordinator – Code 461 Technische Universität Berlin Institut für Mathematik Sekretariat MA 6-1 Strasse des 17. Juni 136 D-10623 Berlin, Germany Phone: +49-30-314-29297 Fax : +49-30-314-25191 felsner@math.tu-berlin.de	http://www.math.tu-berlin.de/menue/home/parameter/en/ http://www.math.tu-berlin.de/~felsner/

B. Mobility numbers¹ 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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED D]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*]
P LISBOA03	D BERLIN02	0541 (461)	Mathematics	1st - BA 2st - MA	2 / 11 (2 students x 11 months each = 22)
D BERLIN02	P LISBOA03	0541 (461)	Mathematics	1st - BA 2st - MA	2 / 11 (2 students x 11 months each = 22)

[*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.]

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 Staff Mobility for Training * [total number of days of teaching periods or average duration*]
---	---	---	---	---
---	---	---	---	---

¹ 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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03	D BERLIN02	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
D BERLIN02	P LISBOA03	German		Proficiency in German at least on level A2 of CEFR	Proficiency in German at least on level A2 of CEFR

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.]

D BERLIN02 : No special requirements

Students and Staff with Disabilities

Technische Universität Berlin has the infrastructure to welcome students and staff with disabilities. For more information, please see:

<http://www.behindertenberatung.tu-berlin.de/menue/home/>

<http://www.behindertenberatung.tu-berlin.de/menue/studium/>

² 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>



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 31st	October 31st
D BERLIN02	June 1st For the Winter term	December 1st For the Summer term

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

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

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

At **D BERLIN02**

see INFORMATION SHEET ERASMUS+

http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/

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: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors
D BERLIN02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	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 www.betreuung-int-stud.tu-berlin.de

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/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: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---
D BERLIN02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/



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: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
D BERLIN02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	24 JAN. 2014	
D BERLIN02	Dr. Carola Beckmeier Erasmus Institutional Coordinator	17.01.2014	 Technische Universität Berlin Abt. I - Studiorenndenservice International Office GeschZ.: ID 11 Straße des 17. Juni 135 · 10623 Berlin

³ Scanned signatures are accepted



INFORMATION SHEET ERASMUS +

Name of Institution	Technische Universität Berlin	
ERASMUS Institution Code	D BERLIN 02	
Principal's Name	Professor Dr.-Ing. Jörg Steinbach	
Homepage	www.tu-berlin.de	
INSTITUTIONAL CONTACT DETAILS		
Address (postal)	Technische Universität Berlin Akademisches Auslandsamt Straße des 17. Juni 135 D-10623 Berlin (Germany)	
Telephone switchboard	+49-30-314-24694	
Fax	+49-30-314-24067	
Email	auslandsamt@tu-berlin.de	
Homepage	www.tu-berlin.de/international-office www.auslandsamt.tu-berlin.de	
ERASMUS Institutional Coordinator	<u>Dr. Carola Beckmeier</u> Head International Office Phone: +49-30-314-24799 Email: carola.beckmeier@tu-berlin.de	
Contact Person - Bilateral Agreements, Outgoing Erasmus students,	<u>Janina Horoba</u> International Office - ID 11 - Phone: +49-30-314-24695 Email: janina.horoba@tu-berlin.de	
Contact Person - Outgoing Erasmus students, Financial Administration	<u>Amelie Krüger</u> International Office - ID 01 - Phone: +49-30-314-24694 Email: amelie.krueger@tu-berlin.de	
Contact Person - Incoming Erasmus students	<u>Beatrice Vinci</u> International Office - ID 12 - Phone: +49-30-314-24696 Fax: +49-30-314-28644 Tue, Thu 9.30 am-12.30 am and 2-4 pm Email: exchange.programmes@tu-berlin.de	
FAQ	www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/faq_internationaler_austauschstudierenden/	
Academic calendar	<p>Winter Semester 2014/2015: 1st of October - 31th of March, Lecture Period: From 13th of October, to 14th of February</p>	<p>Christmas Break: from 22th of December to 3rd of January</p>



Academic calendar	<p>Summer Semester 2015: 1st of April - 30th of September</p> <p>Lecture Period: from 13th of April to 18th of July</p>	<p>Easter Break : from 3rd of April to 6th of April</p> <p>Public Holidays: 1st of May, Ascension Day and Pentecost</p>
Orientation Session	<p>Winter term: "Early Bird" session: 1st Week September</p> <p>Mandatory introduction session: 1st Week October</p> <p>Summer term: "Early Bird" session: 1st Week March</p> <p>Mandatory introduction session: 1st or 2nd Week April</p>	
Examination Period(s)	<p>Winter term: End of February/ Beginning of March</p> <p>Summer term: End of July-September</p>	
Application deadline(s) for admission	<p><u>1st of June</u> for the Winter term - <u>1st of December</u> for the Summer term</p> <p>Please note: TU Berlin is not accepting free moving Students.</p>	
Course registration	<p>Variable (depending on the department). Students register upon arrival.</p>	
Application forms	<p><u>Our</u> application forms are supposed to be filled in by computer and to be sent in a printed version to our office.</p> <p>After students are officially nominated they will receive an email, concerning the necessary information on the application procedure.</p>	
Website of the International Office	<p>International Office:</p> <p>http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/parameter/en/</p> <p>FAQ: TU Berlin Website: quick access 7857</p>	
Study Courses open to exchange students	<p>There are restrictions on courses of the Faculty of Architecture and Landscape Planning.</p>	
Course Catalogue and Course Language	<p>Most of the courses (90%) are being taught in German, but we also offer a growing number of courses being held in English. However, the course selection varies from semester to semester.</p> <p>Online course catalogue (in German):</p> <p>http://www.tu-berlin.de/lsf/</p> <p>English courses:</p> <p>TU Berlin Website: quick access 8254</p> <p>The final course list for the semester is usually online in late February/March (summer semester) and August/September (winter semester).</p>	
Short explanation: how to read our study guides	<p>Bachelor programmes: BA/BSc Master's programmes: MA/MSc</p> <p>SWS - Semester Weekly Hours (1 SWS equals approx. 1,5 ECTS) WS - Winter Semester SS - Summer Semester</p> <p>VL - Lecture UE - Exercise SE - Seminar</p>	



Explanation grading system	<p>1,0 - 1,5 - ECTS grade A (excellent) 1,6 - 2,0 - ECTS grade B (good) 2,1 - 3,0 - ECTS grade C (good/satisfactory) 3,1 - 3,5 - ECTS grade D (satisfactory) 3,6 - 4,0 - ECTS grade E (sufficient) 4,1 - 5,0 - ECTS grade F (failed)</p>
ECTS available	Yes, though sometime converted from SWS (Semester Weekly hours) or LP (effort points).
Language requirements	<u>Proficiency in German at least on level A2 of CEFR</u>
Language certificate required	We require an official language certificate for German.
Preparatory language courses for incoming students	<p>Pre-semester German intensive language courses at ZEMS (Zentraleinrichtung Moderne Sprachen, Hardenbergstr 16-18, 10623 Berlin) - from level B1 and higher - <u>admission through a test</u>. They are usually taking place 5 weeks before the semester starts. In Winter Semester 2014/15: 8 September until 26 September 2014. The course fee is about 200 Euro.</p> <p>ZEMS-Website: www.zems.tu-berlin.de</p>
Housing assistance	The International Office can only offer a very restricted number of rooms in dormitories. More information will be provided after the acceptance.
Living Expenses estimated per month	<p>Housing: Between 250-450 Euro Food and Drink: Around 200 Euro Books: 30 Euro (depending on the field of study) Public transportation: approximately 235 Euro ("Semesterticket") for the entire semester</p> <p>Please note that these figures can merely represent a rough estimate. A lot depends on your personal lifestyle.</p>
Health insurance/other insurances	<p><u>Health Insurance</u></p> <p>Students with a valid European Health Insurance Card (EHIC) do not need an extra insurance. Those without will need to either be registered with a German health insurance company or need to check if their own private insurance is sufficient upon arrival in Berlin.</p> <p><u>Third Party Liability Insurance</u></p> <p>It is the responsibility of the student to take out insurance (from home) for your personal belongings, accidents and third party liability while studying in Germany. TU Berlin does not cover any losses that may occur.</p>
Additional fees to pay	If staying in a dormitory, students are required to pay a deposit of one and half months' rent.
Student jobs available/allowed	It is difficult to find a student job in Berlin and foreign students cannot base their economy on the chance of getting a job.
VISA	<p>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</p> <p>www.betreuung-int-stud.tu-berlin.de</p>

