



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2019-20[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  Dept. of Mathematics	P LISBOA03	<b>Institutional Coordinator :</b> Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact:</b> Prof. Helena Rocha Email: hcr@fct.unl.pt Tel.: +351 212948388 ----- <b>Administrative contact:</b> SAM – Lodging and Mobility	www.unl.pt

<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.

		Office Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student-orientation-and-mobility/students-mobility-study-sms</a>
<b>Universität Bremen</b> Dept. of Mathematics and Computer	<b>D BREMEN01</b>	Academic contact: Prof. Dr. Eberhard Oeljeklaus oel@math.uni-bremen.de  Institutional Erasmus Coordinator  Barbara Hasenmüller euprog@uni-bremen.de  Tel. +49-421-218-60362	<a href="http://www.uni-bremen.de/en.html">http://www.uni-bremen.de/en.html</a>
[...]			

## B. Mobility numbers<sup>4</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	D BREMEN01	0111	Education science	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 12 months (each)	2 x 2 months (each)
D BREMEN01	P LISBOA03	0111	Education science	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 12 months (each)	2 x 2 months (each)

<sup>4</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>)

*[\*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:**

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
P LISBOA03	D BREMEN01	0111	Education science	2 x 7 days (each) (min. 8h)	2 x 7 days
D BREMEN01	P LISBOA03	0111	Education science	2 x 7 days (each) (min. 8h)	2 x 7 days

### **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:

<b>Receiving institution</b> [Erasmus code]	<b>Optional: Subject area</b>	<b>Language of instruction 1</b>	<b>Language of instruction 2</b>	<b>Recommended language of instruction level<sup>6</sup></b>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>

<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>

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 (no certification required)
D BREMEN01		German (for 1 <sup>st</sup> cycles)	German and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	see annex	see annex (no certification required)

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. 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>*</sup>	October 31 <sup>*</sup>
D BREMEN01	see annex	see annex

*[\* 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**

**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)

**D BREMEN01** Information available at:

<https://www.uni-bremen.de/isatec/the-programme/study-and-examination/isatec-grading-system/>

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt  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>
D BREMEN01	see annex	

### **3. Insurance**

All students enrolled in **P LISBOA03** are covered by an accident and third party liability insurance.

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 BREMEN01	see annex	



#### 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	<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>
D BREMEN01	see annex	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Institutional Coordinator Prof. João Amaro de Matos	22/02/19	
D BREMEN01	Institutional Coordinator Barbara Hasenmüller	12/06/2019	

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

The University of Bremen has included further requirements and information regarding points C. to F. of this Inter-Institutional-Agreement in the Annex to Inter-Institutional Agreement, D BREMEN01, Mathematics which is an integral part of this agreement.



# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet Mathematics

### 1. Institutional Information

#### 1.1 Institutional details

<b>Name of the institution</b>	<b>UNIVERSITÄT BREMEN</b>
Erasmus Code	<b>D BREMEN01</b>
Institution website	<a href="https://www.uni-bremen.de/en.html">https://www.uni-bremen.de/en.html</a>

#### 1.2 Main contacts at International Office

<b>Contact person</b>	<b>Barbara Hasenmüller</b>
<b>Responsibility</b>	Institutional Erasmus Coordinator Contact person for outgoing students/staff
<b>Contact details</b>	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49 421 218-60362 - Fax: +49 421 218 60370 Email: euprog@uni-bremen.de Website : <a href="https://www.uni-bremen.de/en/studies/orientation-application/applying-for-a-place/applications-from-abroad/exchange-students-from-partner-universities.html">https://www.uni-bremen.de/en/studies/orientation-application/applying-for-a-place/applications-from-abroad/exchange-students-from-partner-universities.html</a>

<b>Contact person</b>	<b>Cornelia Krain</b>
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49 421 218 60375 - Fax: +49 421 218 60370 Email: incoming@uni-bremen.de Website: <a href="https://www.uni-bremen.de/en/studies/starting-your-studies/offers-for-international-students/newcomer-service-for-exchange-students/">https://www.uni-bremen.de/en/studies/starting-your-studies/offers-for-international-students/newcomer-service-for-exchange-students/</a>

#### 1.3 Departmental Erasmus Coordinator:

<b>Department</b>	Mathematics and Computer Science
<b>Contact person</b>	<b>Prof. Dr. Eberhard Oeljeklaus</b>
<b>Responsibility</b>	Departmental Coordinator of Mathematics
<b>Contact details</b>	E-mail: oel@math.uni-bremen.de Phone: +49 421 218 63671; Fax: +49 421 218 98 63671 Website: <a href="http://www.math.uni-bremen.de/cms/detail.php?id=1957&amp;language=en">http://www.math.uni-bremen.de/cms/detail.php?id=1957&amp;language=en</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English	<i>Minimum requirement: B2</i>
Staff Mobility for Teaching	Any	German, English	<i>Minimum requirement: B2</i>

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction, please refer to our course catalogue. <https://www.uni-bremen.de/en/studies/starting-your-studies/course-catalog/>

### 2.2. Additional requirements

None

The University of Bremen welcomes students and staff with disabilities. Please contact the Departmental Erasmus Coordinator or International Office ([incoming@uni-bremen.de](mailto:incoming@uni-bremen.de)).

### 2.3. Calendar

#### 2.3.1 Nomination Deadlines:

<b>Winter term</b>	May 31 <sup>st</sup>
<b>Summer term</b>	November 30 <sup>th</sup>

Students will have to apply online in our databank of Mobility Online until latest **June 30<sup>th</sup>** (winter term) or **December 31<sup>st</sup>** (summer term). The link to the databank will be sent to the nominees by email after receipt of the nomination by the home institution.

#### 2.3.2. Decision Response

We will send our decision by email normally not later than three weeks after we have received the complete and signed print of the application form generated out of the online application databank.

#### 2.3.3. Transcripts of Records

A Transcript of Records will be issued normally 5 weeks after the student has handed in his/her last exam/paper.

#### 2.3.4. Termination of Agreement

In the event of unilateral termination of this 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.



### 3. Additional information

#### 3.1. Grading system

Mark	German	English translation
1; 1,3	Sehr Gut	Very good
1,7; 2; 2,3	Gut	Good
2,7; 3; 3,3	Befriedigend	Satisfactory
3,7; 4	Ausreichend	Sufficient
5	Nicht ausreichend	Not sufficient

An ECTS grading scale is not available.

#### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter.

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

[incoming@uni-bremen.de](mailto:incoming@uni-bremen.de)

#### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient. More information can be obtained in the newcomer portal.

Contact: [incoming@uni-bremen.de](mailto:incoming@uni-bremen.de) .

#### 3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students have to notify our accommodation team if they wish to get assistance in finding accommodation by ticking the appropriate box in the online application form.

Detailed information is also provided through the newcomer portal to which they get access after the end of the online application process.

Contact: [incoming@uni-bremen.de](mailto:incoming@uni-bremen.de)

Website : <https://www.uni-bremen.de/en/university/campus/housing.html>

**Any changes to this Annex will be published on our website:**

<https://www.uni-bremen.de/en/erasmus0/erasmus-contract-documents.html>