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Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (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@unl.pt Tel.: +351 21 384 52 07/8; ----- Subject Area Contact: Prof. Gregoire Bonfait Email: gb@fct.unl.pt Tel.: + 351 21 294 83 00 -----	www.unl.pt

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.

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		Administrative contact: SAE-AM Email: div.a.ae.mobilldade@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
TECHNISCHE UNIVERSITÄT DARMSTADT	D DARMSTA01	Dr. Winfried Heinzl Director of International and External Affairs Sylvia Mohr-Bimmel Institutional Erasmus Coordinator mohr-bimmel.sy@pvw.tu-darmstadt.de Tel.: +496151-16-4022 Fax: +49615116-3989	Webpage www.tu-darmstadt.de/international Course Catalogue www.tu-darmstadt.de/studieren/vorlesungsverzeichnis
[...]			

B. Mobility numbers⁵ 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 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*]	Student Mobility for Traineeships *
P LISBOA03	D DARMSTA01	0533	Physics	1 st , 2 nd	2*9	TBD
D DARMSTA01	P LISBOA03	0533	Physics	1 st , 2 nd	2*9	TBD

⁵ 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:

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	D DARMSTA01	0533	Physics	1 for 5 days	
D DARMSTA01	P LISBOA03	0533	Physics	1 for 5 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03	---	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
D DARMSTA01		German	German	At least A2 and participation in	B2

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>



				intensive language course in September/March	
				Or	
				B1-level or higher	

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 DARMSTA01

Exchange students guide:

<http://www.tu-darmstadt.de/international/exchangestudents/>

Guide for disabled students/ staff:

<http://www.tu-darmstadt.de/studieren/studienorganisation/handicap.de.jsp>

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 st	October 31 st
D DARMSTA01	Application until 31 st of May (Nomination until 15 th May)	Application until 31 st of December (Nomination until 15 th of December)

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

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

2. The receiving institution D DARMSTA 01 will send its decision within 5 weeks after the end of the application period.
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]*
3. A Transcript of Records will be issued by the receiving institution D DARMSTA 01 no later than 5 weeks after the assessment period has finished.
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 DARMSTA01**

Description of the grades in the "standard" grading system at D DARMSTA01	
1= excellent	= an excellent achievement
2= good	= an achievement considerably above average requirements
3= satisfactory	= an achievement fulfilling the average requirements
4= passed	= an achievement that still satisfies the requirements despite deficiencies
5 = failed	= an achievement that fails to fulfill the requirements because of considerable deficiencies

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 DARMSTA01	torres@pvw.tu-darmstadt.de	http://www.tu-darmstadt.de/europe_incomings

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.

At D DARMSTA01

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 DARMSTA01	torres@pvw.tu-darmstadt.de	http://www.tiny.cc/tuda_in_insurance

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 DARMSTA01	torres@pvw.tu-darmstadt.de	http://www.tiny.cc/tuda_in_accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	28 JAN. 2014	
D DARMSTA01	Technische Universität Darmstadt Dr. Winfried Heinzl, Director of International Relations	24.01.2014	

⁷ Scanned signatures are accepted



Information for DOUBLE DEGREE- and ERASMUS-students

ERASMUS code	D DARMSTA01
DOUBLE DEGREE /ERASMUS Coordinator: TUDa Incomings	Tanja Torres Alberich Karolinenplatz 5 64289 Darmstadt Tel. +49(6151)162997 Fax +49(6151)163989 Email: torres@pvw.tu-darmstadt.de
ERASMUS Coordinator: TUDa Outgoings	Sylvia Mohr-Bimmel Karolinenplatz 5 64289 Darmstadt Tel. +49(6151)164022 Fax +49(6151)613989 Email: mohr-bimmel.sy@pvw.tu-darmstadt.de
Institution website	http://www.tu-darmstadt.de/
Website for Incoming DD- and ERASMUS- students	www.tu-darmstadt.de/europe_incomings
Terms/semester dates	Winter semester 2013/14: 01.10.2013-31.03.2014 (lectures are read from 14 th of October until 14 th of February, then the remaining time until 31st of March exams may be scheduled depending on the courses) Summer semester 2014: 01.04.2014 – 30.09.2014 (lectures are read from April 14 th until July 18 th . The remaining time until 30th of September exams may be scheduled depending on the courses) Winter semester 2014/15: 01.10.2014-31.03.2015 (lectures are read from 13 th of October until 13 th of February, then the remaining time until 31st of March exams may be scheduled depending on the courses) http://www.tu-darmstadt.de/studieren/studienorganisation/termine.de.jsp
Web address for the online- applications	http://tiny.cc/tuda_in_onlinebewerbung

Application deadlines	<p>for the winter semester: 31st of May for the summer semester: 31st of December</p>
Project work (BA or MA Thesis)	<p>ERASMUS Students planning to do a project work at TU Darmstadt are asked to find the theme and tutoring professor at TUDa beforehand. They have to inform themselves on the website of the TUDa departments http://tiny.cc/tuda_departments and contact the prospective professor. As soon as they have found a tutoring professor for their project they should write an email to torres@pvw.tu-darmstadt.de</p>
Accommodation	<p>As the number of students from abroad coming to TU Darmstadt is each year higher and accommodation cannot be provided for this high number we collected helpful tips and links to find accommodation in Darmstadt and surroundings on our website:</p> <p style="text-align: center;">http://tiny.cc/tuda_in_accommodation</p> <p>The students may also stay in the youth hostel for the first days until they have found accommodation.</p> <p style="text-align: center;">http://www.djh-hessen.de/jh/darmstadt</p>
Health Insurance	<p>Proof of health insurance is needed to enroll at TU Darmstadt. Three possibilities:</p> <ol style="list-style-type: none"> 1. European Health Insurance Card. Card has to be valid until the end of the exchange stay at TU Darmstadt. 2. Confirmation of existing health insurance written in English. This confirmation has to be proofed by a German compulsory health insurance. 3. Purchase of a German Health Insurance. Costs are approximately 80 EUR per month, has to be signed per semester. <p>The European Health Insurance Card often only covers the costs in case of emergencies and urgent illness. Students have to be informed about the services and treatments that are covered by their health insurance before they come to Darmstadt! Otherwise, for example if they need regular treatment, they might get an invoice. http://tiny.cc/tuda_in_insurance</p>
Language requirements	<p>Although some courses are held in English, our education language mainly is German and the majority of our lectures and courses are taught in German. To have a fruitful and successful study experience at TU Darmstadt, we therefore ask our incoming ERASMUS students to prepare their German language skills thoroughly before they come to Darmstadt. For this reason, along with their application, they have to send a German language certificate, at least level A2 (CEFR). Generally, most universities or language institutes offer corresponding language courses and are going to issue the A2 certificate. We strongly recommend our incoming students to participate in the intensive German language course before the semester (March and September).</p>
Intensive German language course before the semester	<p>One month before the start of our semester, we offer an Intensive German Language Course. This course takes place during March for the summer semester and during September for the winter semester. It is free of charge and participants may obtain 6 ECTS. The form to register for this course as well as additional information can be found here:</p> <p style="text-align: center;">http://tiny.cc/tuda_languagecourse</p>

German language course during the semester	<p>In addition to this Intensive Course, there will be German courses during the semester. Those will be adapted to the level of German of the student. In order to do so, a compulsory grading test will be done at the beginning of the semester. The result of that test will decide about the course the student will be assigned to. Further information about the language courses during the semester can be found here:</p> <p>http://www.spz.tu-darmstadt.de/fipais/incomings_1/incomings.en.jsp</p>
Nomination	<p>We are using e-nomination for our outgoing as well as for our incoming students. To nominate your students for TU Darmstadt please follow the link</p> <p>http://www.moveonnet.eu/institutions/myinstitution/enomination</p>

**We are looking forward to meeting your students at Technische Universität Darmstadt!
Best regards from Darmstadt!**



Tanja Torres Alberich

