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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 2014-20[21]<sup>2</sup> 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>3</sup> (email, phone)	Website (eg. of the course catalogue)
Universität Duisburg – Essen	D ESSEN04	International Office Administrative Contact: <a href="mailto:Ira.terwyen@uni-due.de">Ira.terwyen@uni-due.de</a> +49 201 1832032	<a href="http://www.lsf.uni-due.de">http://www.lsf.uni-due.de</a>
Universidade Nova de Lisboa Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact:</b> Prof. António Paulo Brandão Moniz de Jesus Email: <a href="mailto:abm@fct.unl.pt">abm@fct.unl.pt</a>	<a href="http://www.unl.pt">www.unl.pt</a>

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

		Tel.: + 351 21 294 83 00 ----- <b>Administrative contact:</b> SAE-AM Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> L.pt Tel: + 351 21 294 78 20/7	
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### 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.]

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 [n <sup>o</sup> of student(s) x months (total n <sup>o</sup> of months)*]	Student Mobility for Traineeships * TBD= To be determined
D ESSEN04	P LISBOA03	0314	Sociology and cultural studies	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	3 X 10 (30)	TBD
P LISBOA03	D ESSEN04	0314	Sociology and cultural studies	3* 2 <sup>nd</sup> 3* 3 <sup>rd</sup>	3*10 (each) 3*10 (each)	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.]

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 [n <sup>o</sup> of week(s) x n <sup>o</sup> of hours each week *]	Staff Mobility for Training * TBD= To be determined

<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>)

TBD= To be determined					
D ESSEN04	P LISBOA03	0314	Sociology and cultural studies	2 weeks* 2 TBD	
P LISBOA03	D ESSEN04	0314	Sociology and cultural studies	2 weeks * 2 TBD	

### 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	Language of instruction 3	Recommended language of instruction level <sup>5</sup>	
					Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D ESSEN04		German	English		Good command in German/English B1 at least	B1/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	---

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

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

<sup>5</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>



Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>
D ESSEN04	Nomination May 1st Application June 1st	Nomination November 1st Application December 1st

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

2. The receiving institution will send its decision within 5 weeks.

**D ESSEN04** will send its decision within approx. 1 month after application deadline.

3. **D ESSEN04**: A Transcript of Records will be issued after the assessment period has finished. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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

#### Grading System In D ESSEN04

##### Description of the institutional grading system:

- 1,0 = sehr gut/ very good, excellent; (A)
- 1,3 = sehr gut/ very good, excellent (-); (A-)
- 1,7 = gut/ good (+); (B+)
- 2,0 = gut/ good; (B)
- 2,3 = gut/ good (-); (B-)
- 2,7 = befriedigend/ satisfactory (+); (C+)
- 3,0 = befriedigend/ satisfactory; (C)
- 3,3 = befriedigend/ satisfactory (-) (D+)
- 3,7 = ausreichend/ sufficient, low pass (+); (D)
- 4,0 = ausreichend/ sufficient, low pass (E)
- 4,3 - 6,0 = nicht bestanden/ unsatisfactory, failed

#### Grading System in P LISBOA03:

At **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)

### 3.2. Visa

Our institution will provide assistance, when required, i

#### **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>
D ESSEN04	<a href="mailto:Ira.terwyen@uni-due.de">Ira.terwyen@uni-due.de</a>	<a href="http://www.uni-due.de/welcome-services/en/nde_registration.php">http://www.uni-due.de/welcome-services/en/nde_registration.php</a> (For EU-Citizens)  <a href="http://www.uni-due.de/welcome-services/en/nde_fro.php">http://www.uni-due.de/welcome-services/en/nde_fro.php</a> (For non EU-Citizens)
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>

### **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](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.

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. 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>
D ESSEN04	<a href="mailto:Ira.terwyen@uni-due.de">Ira.terwyen@uni-due.de</a>	<a href="http://www.uni-due.de/welcome-services/en/pi_doctor.php">http://www.uni-due.de/welcome-services/en/pi_doctor.php</a>
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	



#### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D ESSEN04	<a href="mailto:buetau@stw.esse-duisburg.de">buetau@stw.esse- duisburg.de</a> Campus Duisburg <a href="mailto:Albrecht@stw.esse-&lt;br/&gt;duisburg.de">Albrecht@stw.esse- duisburg.de</a> Campus Essen	<a href="http://studentenwerk.esse-&lt;br/&gt;duisburg.de/modules.php?op=modloa&lt;br/&gt;d&amp;name=News&amp;file=article&amp;sid=20">http://studentenwerk.esse- duisburg.de/modules.php?op=modloa d&amp;name=News&amp;file=article&amp;sid=20</a>
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/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>

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

Institution [Erasmus code]	Name, <i>function</i>	Date	Signature <sup>6</sup>
D ESSEN04	Ms Petra Günther  Institutional Coordinator	03.02.2014	
P LISBOA03	Prof. José Esteves Pereira  Institutional Coordinator	06 FEV. 2014	

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<sup>6</sup>Scanned signatures are accepted

