



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2020/21<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	P LISBOA03	<b>Vice-Rector for International Development:</b> Prof. João Amaro de Matos Email: <a href="mailto:erasmus@uni.pt">erasmus@uni.pt</a> Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact:</b> Prof. Pedro Amaro Email: <a href="mailto:pdamaro@fct.unl.pt">pdamaro@fct.unl.pt</a> Tel.: + 351 21 2948576 Ext: 10529 -----	<a href="http://www.unl.pt">www.unl.pt</a>  <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>

<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.

		<b>Administrative contact:</b> SAM 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	
RUPRECHT-KARLS UNIVERSITAET HEIDELBERG	D HEIDELB01	<b>Institutional ERASMUS</b> <b>Coordinator:</b> Mrs Alexandra Braye Seminarstr. 2, D - 69117 Heidelberg E-Mail: <a href="mailto:erasmus-koordination@zuv.uni-heidelberg.de">erasmus-koordination@zuv.uni-heidelberg.de</a> Telephone: +49 6221 54-12731 Fax: +49 6221 54-12789  <b>Interinstitutional Agreements:</b> Mrs Sonja Lademacher E-Mail: <a href="mailto:Lademacher@zuv.uni-heidelberg.de">Lademacher@zuv.uni-heidelberg.de</a>  <b>Incoming Students Contact:</b> E-Mail: <a href="mailto:incoming-erasmus@zuv.uni-heidelberg.de">incoming-erasmus@zuv.uni-heidelberg.de</a>  <b>Departmental Coordinator (Physics):</b> Prof. Dr. Maurits Haverkort <a href="mailto:m.haverkort@thphys.uni-heidelberg.de">m.haverkort@thphys.uni-heidelberg.de</a>	<a href="http://www.uni-heidelberg.de">www.uni-heidelberg.de</a> <a href="http://www.uni-heidelberg.de/erasmus">www.uni-heidelberg.de/erasmus</a>  <b>Course Catalogue</b> <a href="http://lsf.uni-heidelberg.de">http://lsf.uni-heidelberg.de</a>

## B. Mobility numbers<sup>5</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 HEIDELB01	0533	Physics	2 <sup>nd</sup> /3 <sup>rd</sup>	2x6, 12 months total	-
D HEIDELB01	P LISBOA03	0533	Physics	2 <sup>nd</sup> /3 <sup>rd</sup>	2x6, 12 months total	-

[\*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 HEIDELB01	0533	Physics	1*5d*8h	1*5d

<sup>5</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>)

D HEIDELB01	P LISBOA03	0533	Physics	1*5d*8h	1*5d
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### 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>6</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)	<b>Required:</b> A2 – Portuguese or B1 – English	<b>B2</b>
D HEIDELB01		German (for 1 <sup>st</sup> cycles)	German and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	<b>Required:</b> A2 – German or B1 – English	<b>B2</b>

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:

<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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	May 31*	October 31*
D HEIDELB01	See annex	See annex

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

2. P LISBOA03: The receiving institution will send its decision within [4] weeks (minimum).

D HEIDELB01: see annex

3. P LISBOA03: 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]*

D HEIDELB01: see annex

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)

RUPRECHT-KARLS-UNIVERSITAET HEIDELBERG

**D HEIDELB01** Information available at: see annex

### 2. Visa

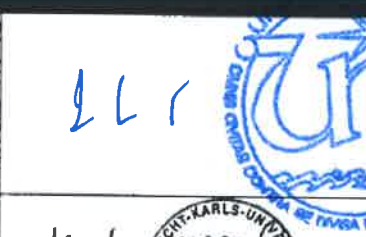

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

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



	Tel.: + 351 21 294 78 20/7	sms
D HEIDELB01	See annex	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	<b>Vice-Rector for International Development</b> Prof. João Amaro de Matos	9/12/2019	
D HEIDELB01	Dr. H. Joachim Gerke Head of International Relations Office	21.11.2019	

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



**ERASMUS +  
Contact Information 2020-2021  
Annex to Inter-institutional Agreements  
Key Action 103**

**A. Information about higher education institutions**

Institution Name	UNIVERSITÄT HEIDELBERG
Institutional Erasmus Code	D HEIDELB01
ECHE Code 2014-2020	29870-LA-1-2014-1-DE-E4AKA1-ECHE
Website	<a href="http://www.uni-heidelberg.de">www.uni-heidelberg.de</a>
ERASMUS Homepage	<a href="http://www.uni-heidelberg.de/erasmus">www.uni-heidelberg.de/erasmus</a>

Institutional ERASMUS Coordinator	Mrs Alexandra Braye
Address	Seminarstr. 2, D - 69117 Heidelberg
Email	<a href="mailto:erasmus-koordinierung@zuv.uni-heidelberg.de">erasmus-koordinierung@zuv.uni-heidelberg.de</a>
Telephone	+49 6221 5412731
Fax	+49 6221 5412789
Departmental Coordinators	<a href="http://www.uni-heidelberg.de/international/erasmus/fachkoordinatoren/">www.uni-heidelberg.de/ international/erasmus/fachkoordinatoren/</a>
First Contact for Erasmus Incoming Students	<a href="mailto:Incoming-erasmus@zuv.uni-heidelberg.de">Incoming-erasmus@zuv.uni-heidelberg.de</a> +49 6221 5412756
Course Catalogue	<a href="http://lsf.uni-heidelberg.de/qisserver/rds?state=user&amp;type=0">http://lsf.uni- heidelberg.de/qisserver/rds?state=user&amp;type=0</a>



## B. Mobility numbers per academic year

-> See Agreement

## C. Recommended language skills

Generally: German B1 (for courses taught in German), English B2 (for courses taught in English).

Please note that some departments might have differing language prerequisites. Please refer to the departmental coordinators directly for further information.

## D. Additional requirements

Contact for Students with disabilities	<a href="http://www.uni-heidelberg.de/studium/kontakt/handicap">http://www.uni-heidelberg.de/studium/kontakt/handicap</a>
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## E. Calendar

1.

<u>Winter Term 2019/20:</u>	term dates: 01.10.2019 – 31.03.2020 lecture dates: 14.10.2019 – 08.02.2020
<u>Summer Term 2020:</u>	term dates: 01.04.2020 – 30.09.2020 lecture dates: 20.04.2020 – 01.08.2020
Deadline for Nominations	Winter term: 15 <sup>th</sup> May. Summer term: 15 <sup>th</sup> November.
Deadline for Application Forms (after the online application students have to print out the application form and send it via regular mail signed and stamped )	Winter term: 15 <sup>th</sup> June. Summer term: 15 <sup>th</sup> December.
2. The receiving institution will send its decision within 6 weeks.	
3. A Transcript of Records will be issued by the receiving institution no later than the end of the semester after the students have fulfilled the course requirements in a timely manner and provided the necessary documentation to the Departmental Coordinators in Heidelberg.	
4. The agreements should be cancelled one year in advance (Sept. 1 <sup>st</sup> for the next academic year).	

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## F. Information

### 1. Course Types and Grading systems Heidelberg University

Vorlesung	<i>Lecture</i>
Übung	<i>Exercise</i>
Proseminar	<i>Basic seminar</i>
Hauptseminar	<i>Advanced seminar</i>
Oberseminar	<i>Advanced seminar for degree candidates</i>
Tutorium	<i>Tutorial</i>
Praktikum	<i>Practical</i>
Repetitorium	<i>Examination review course</i>

#### COURSE REQUIREMENTS

Klausur	<i>Written examination</i>
Abschlußklausur	<i>Final examination</i>
Mündliche Prüfung	<i>Oral examination</i>
Referat	<i>Seminar paper / presentation</i>
Hausarbeit	<i>Term paper</i>
Protokoll	<i>Taking of minutes</i>

#### GRADING SYSTEM

1 = sehr gut	<i>very good (best possible grade, an excellent achievement)</i>
2 = gut	<i>good (well above average)</i>
3 = befriedigend	<i>satisfactory (average, meets all requirements)</i>
4 = ausreichend	<i>sufficient (pass)</i>
5 = nicht ausreichend	<i>deficient (fail)</i>
unbenoteter Schein	<i>pass (P)</i>

*Please note that this grading system may slightly differ in the departments*

### 2. Visa and 3. Insurance

Information on visa procedures can be found here:

[www.uni-heidelberg.de/university/life/entry.html](http://www.uni-heidelberg.de/university/life/entry.html)

and here: [www.uni-heidelberg.de/international/erasmus/incoming/residence\\_permit.html](http://www.uni-heidelberg.de/international/erasmus/incoming/residence_permit.html)

Concerning insurance matters see our Erasmus Homepage:

[www.uni-heidelberg.de/international/erasmus/incoming/health\\_insurance.html](http://www.uni-heidelberg.de/international/erasmus/incoming/health_insurance.html)

### 4. Housing

<b>Accommodation Office</b>	Zimmervermittlung Seminarstraße 2, D - 69117 Heidelberg <a href="mailto:aaazimmer@zuv.uni-heidelberg.de">aaazimmer@zuv.uni-heidelberg.de</a> +49-6221 5412759 <a href="http://www.uni-heidelberg.de/international/erasmus/accommodation/">http://www.uni-heidelberg.de/international/erasmus/accommodation/</a>
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