

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 details⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Perelra Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. António Paulo Brandão Moniz de Jesus Email: abm@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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		<p>Administrative contact: SAE-AM Email: div.a.ae.mobiliidade@fct.unl.pt Tel: + 351 21 294 78 20/7</p>	<p>http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</p>
<p>KARLSRUHER INSTITUT FÜR TECHNOLOGIE Department of Humanities and Social Sciences</p>	<p>D KARLSRU01</p>	<p>Administrative Coordination</p> <p>International Students Office Adenauerring 2, 76131 Karlsruhe, Germany Phone: +49-721-608 44911 Email: erasmus-in@intl.kit.edu, erasmus_agreement@intl.kit.edu</p> <p>Andrea Morlock-Scherm, ERASMUS Institutional Coordinator Maren Daniell, ERASMUS Incoming Coordinator Anika Menchen, ERASMUS Outgoing Coordinator</p> <p>Academic/Departmental Coordination</p> <p>You can find information about our ERASMUS departmental coordinators at http://www.intl.kit.edu/istudies/3742.php</p>	<p>https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx</p> <p>www.intl.kit.edu/istudies/3171.php</p>

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 KARLSRU01	0314	Sociology and Cultural Studies	2 nd , 3 rd	3*10 (each)	TBD
D KARLSRU01	P LISBOA03	0314	Sociology and Cultural Studies	2 nd , 3 rd	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.]*

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>)

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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	Staff Mobility for Training
P LISBOA03	D KARLSRU01	0314	Sociology and Cultural Studies	Bh* António Brandão Moniz	---
D KARLSRU01	P LISBOA03	0314	Sociology and Cultural Studies	Bh* Andreas Bohn	

*(Total number of days of teaching periods or average duration **)*

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 KARLSRU01	Mechanical Engineering, Bio Sciences/Biology, Chemistry, Architecture	German	English	German: B1 English: B1	
D KARLSRU01	All other areas	German	English	German: A2 English: B1	

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>

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

D KARLSRU01

Further information about Learning Agreement requirements: <http://www.intl.kit.edu/istudies/3377.php>

Project / Internship / Final thesis

If students are planning to do a project, internship or a final thesis at KIT, a supervisor/tutor at KIT is necessary and applicants are required to find both topic and supervisor on their own. Please be aware that carrying out a Master's thesis will take about 4-6 months or longer. Please contact the departmental coordinator for further details.

Students and Staff with disabilities

KIT welcomes students and staff with disabilities, but asks them to contact the International Students Office as soon as possible, so that special care can be taken during preparation.

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 KARLSRU01	Nomination: May 15 th Application: June 1 st	Nomination: November 15 th Application: December 1 st

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

- The receiving institution will send its decision within [4] weeks (minimum).
- 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 KARLSRU01

<http://www.intl.kit.edu/istudies/6520.php>

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 KARLSRU01	erasmus-in@intl.kit.edu	http://www.intl.kit.edu/istudies/6194.php

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.

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 KARLSRU01	erasmus-in@intl.kit.edu	http://www.intl.kit.edu/istudies/6195.php



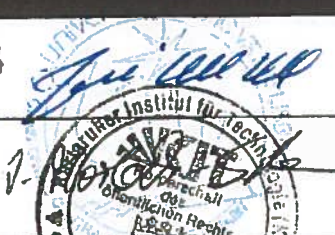
4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

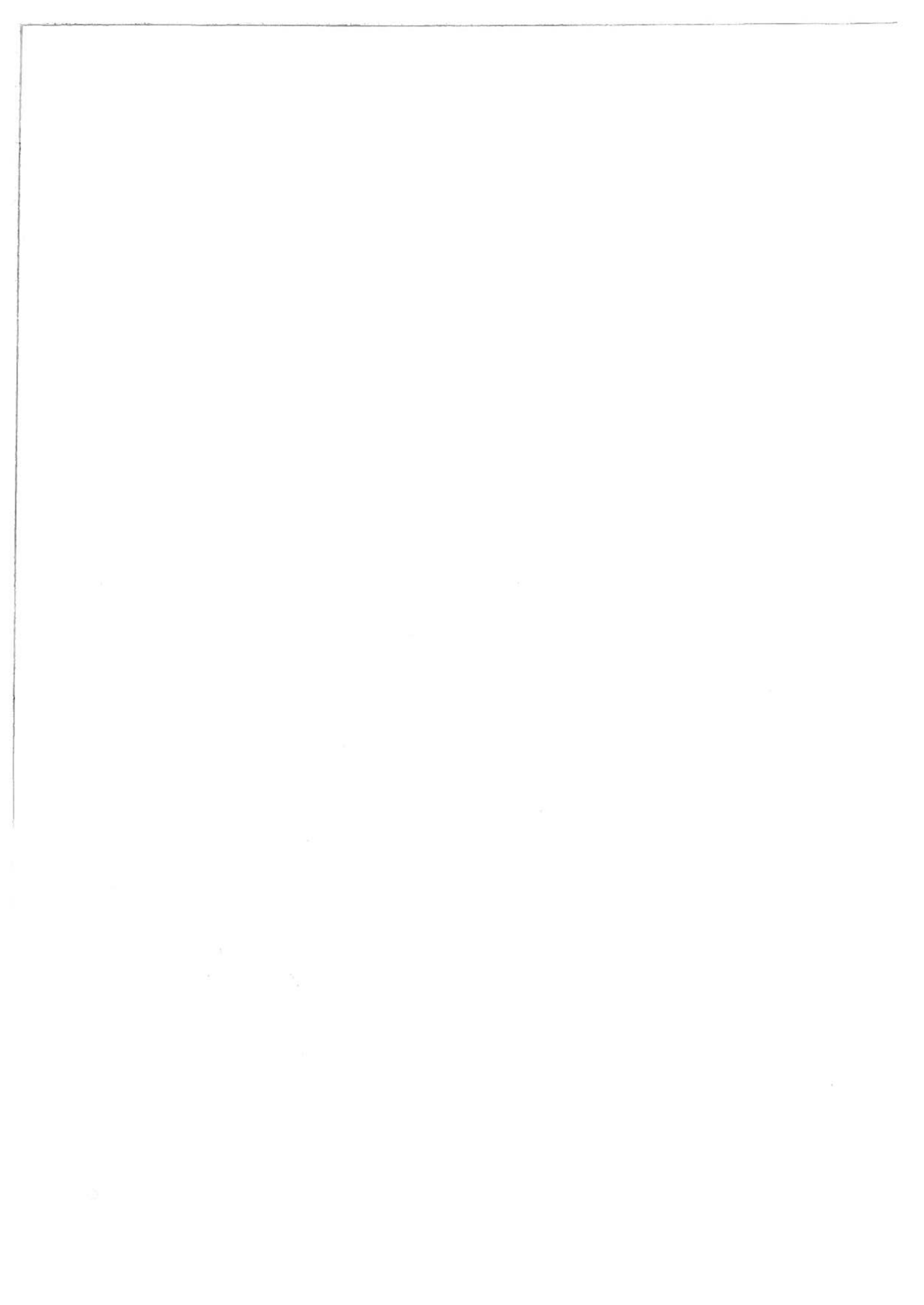
Information and assistance can be provided by the following persons and information sources:

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 KARLSRU01	/	http://www.intl.kit.edu/ischolar/6166.php

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 KARLSRU01	Andrea Morlock-Scherm, ERASMUS Institutional Coordinator	22/01/14	 

⁷ Scanned signatures are accepted



Institutional Factsheet for KIT – Version 2014/15

1. Institutional Information

1.1 Institutional Details

Name of institution	KIT – Karlsruhe Institute of Technology
ERASMUS Code	D KARLSRU01
ECHE	29815
Institutional website	www.kit.edu
International website	www.intl.kit.edu/istudies/3171.php
Course catalogue	studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx
Head of institution	Prof. Dr. Holger Hanselka

1.2 Main Contacts for ERASMUS programme

Head of the International Students Office	Hana Bokshi	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
Erasmus Institutional & Staff Exchange Coordinator	Andrea Morlock-Scherm (Deputy Head)	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany
Bilateral Agreements		erasmus_agreement@intl.kit.edu
Erasmus Outgoing Coordinator	Anika Menchen	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44918, Fax: +49 (0721) 608-44907 Email: erasmus-out@intl.kit.edu
Erasmus Incoming Coordinator	Maren Daniell	KIT – International Students Office Adenauerring 2, Geb. 50.20, D-76131 Karlsruhe, Germany Tel.: +49 (0721) 608-44927, Fax: +49 (0721) 608-44907 Email: erasmus-in@intl.kit.edu
Departmental Coordinators		For all academic questions concerning study schedule, ECTS, courses etc., please contact our departmental coordinators. A list is available online at: http://www.intl.kit.edu/istudies/3742.php .

2. Calendar

Calendar of the academic year	1st semester	October 1 st – March 31 st
	2nd semester	April 1 st – September 30 th
Period of courses 2014-15	1st semester	October 20 th , 2014 – February 15 th , 2015
	2nd semester	April 13 th , 2015 – July 19 th , 2015
Period of exams 2014-15	1st semester	February 2015 – March/April 2015
	2nd semester	July 2015 – September/October 2015
Orientation week 2014-15	1st semester	Approx. 4 weeks before the start of lectures –
	2nd semester	Approx. 4 weeks before the start of lectures –
Pre-semester German language course 2014-15	1st semester	Approx. 3 weeks before the start of lectures –
	2nd semester	Approx. 3 weeks before the start of lectures –
Nomination deadline	May 15th	for the 1 st semester or for the whole academic year
	November 15th	for the 2 nd semester
Application deadline	June 1st	for the 1 st semester or for the whole academic year
	December 1st	for the 2 nd semester
Decision time		Students will receive notice within 4 weeks after the application deadline.
Transcript of records		A transcript of records (academic transcript) will be issued no later than 5 weeks after the end of the period of exams at KIT.

For more information check: <http://www.intl.kit.edu/istudies/6265.php>

3. Detailed requirements

3.1 Language skills	The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates to reach the required language skills at the start of the study or teaching period			
	Type of mobility	Subject areas	Language of instruction	Required language level ¹
	Student Mobility for Studies	Architecture, Mechanical Engineering, Bio Sciences/Biology, Chemistry	German	B1
	Student Mobility for Studies	All other subject areas	German	A2
	Student Mobility for Studies	All subject areas, if English classes selected	English (only 10% of classes)	B1
	Staff Mobility for Teaching	All subject areas	/	None
<p>We require ERASMUS exchange students to have at least an A2-level in German (recommended: B1-level) at the time of application (i.e. on June 1st / December 1st) in order to be able to follow lectures at KIT – the majority of courses at KIT are held in German only.</p> <p>The Departments for Architecture, Chemistry, Biology and Mechanical Engineering require a B1-level in German!</p> <p>If a student wishes to attend English-taught lectures or write his/her final thesis in English, proof of English knowledge (B1-level recommended) should be provided.</p> <p>Certificates do not necessary need to be from the Goethe Institute/TOEFL/IELTS. We accept certificates issued by your university or issued by a language school. However, we will not accept a simple certificate of attendance for a German/English course of a certain level.</p>				

¹ Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3.2. Additional requirements	<p>Project / Internship / Final thesis If students are planning to do a project, internship or a final thesis at KIT, a supervisor/tutor at KIT is necessary and applicants are required to find both topic and supervisor on their own. Please be aware that carrying out a Masters thesis will take about 4 -6 months or longer. Please contact the departmental coordinator for further details.</p> <p>Students and Staff with disabilities KIT welcomes students and staff with disabilities, but asks them to contact the International Students Office as soon as possible, so that special care can be taken during preparation.</p>
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4. Additional Information

4.1. Nomination & application procedure	<ol style="list-style-type: none"> 1. Please send us <ul style="list-style-type: none"> - the names of your nominated students, - their period of stay and - the KIT department/faculty they will be enrolled at <p>prior to the nomination deadline. After receiving the nomination, we will inform your students about our online application procedure directly.</p> 2. Students must fill out the online application and send <ul style="list-style-type: none"> - two hard copies of the online application form, stamped and signed by their home university coordinator - Learning Agreement, stamped and signed by their home university coordinator - German Language Certificate - English Language Certificate, if applicable <p>to the following address prior to the application deadline:</p> <p style="text-align: center;">KIT – International Students Office ERASMUS Adenauerring 2 D-76131 Karlsruhe Germany</p> 3. Acceptance at KIT depends on the decision of each departmental coordinator and is confirmed when the nominated students receive the admission letter ("Zulassungsbescheid"), that will be available online in our application portal approx. 4-6 weeks after the application deadline. Further instructions on how to download and print the documents will be sent via email directly to the accepted students.
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<p>4.2. Information on courses</p>	<p>Complete Course catalogue: https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx</p> <p>Further information on course selection and Learning Agreements: http://www.intl.kit.edu/istudies/3377.php</p> <p>Please note that registration for some seminars or lectures is required. If further information is needed, please contact the departmental coordinator directly and enquire about the details.</p>
<p>4.4. German language courses</p>	<p>We offer beginners and intermediate pre-semester German language courses (3 weeks, 4 ECTS) for exchange students usually about 3-4 weeks before lectures begin. At the moment the tuition fee for this course is 50 €. Registration for the course is integrated into the online application. This course is not a substitute for a certificate of German language required for the application.</p> <p>ERASMUS students also have the possibility to participate in German courses during the semester for a small fee. However they have to register online at the start of each semester and since there is a high demand, late registration might lead to students not being able to participate.</p> <p>For more information check www.stk.kit.edu/deutsch_kurse.php.</p>
<p>4.5. Housing</p>	<p>Our institution will guide incoming students/staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education. The KIT housing service can be contacted via www.intl.kit.edu/ischolar/6166.php.</p> <p>However, housing is a difficult subject for all students in Karlsruhe. We are doing our best to secure rooms for our incoming exchange students, but due to the recent rise in Karlsruhe student numbers it is a nearly impossible task. Hence, we cannot guarantee a room upon your arrival, but have to ask the incoming students to take action themselves.</p> <p>We have accumulated tips and tricks about housing in Karlsruhe at www.intl.kit.edu/ischolar/6166.php.</p>
<p>4.6. Health insurance</p>	<p>Our institution will provide assistance in obtaining health insurance for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.</p> <p>For students, health insurance coverage during the entire stay in Germany is compulsory.</p> <p>Further information at http://www.intl.kit.edu/istudies/3372.php or contact erasmus-in@intl.kit.edu.</p>

<p>4.7. Visa/ residence permit</p>	<p>Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirement of the ERASMUS Charter for Higher Education.</p> <p>In general only, ERASMUS students from a non-EU member state or a non-EEA member state will require a student visa (not a tourist visa) in order to study in Germany. All other ERASMUS students do not require a visa.</p> <p>For further information check www.intl.kit.edu/istudies/6194.php or contact erasmus-ln@intl.kit.edu.</p>																		
<p>4.8. Grading system</p>	<table border="1" data-bbox="408 786 1433 1097"> <thead> <tr> <th>Grade</th> <th>German</th> <th>English</th> </tr> </thead> <tbody> <tr> <td>1.0 – 1.3</td> <td>Sehr gut</td> <td>Very good</td> </tr> <tr> <td>1.7 – 2.3</td> <td>Gut</td> <td>Good</td> </tr> <tr> <td>2.7 – 3.3</td> <td>Befriedigend</td> <td>Satisfactory</td> </tr> <tr> <td>3.7 – 4.0</td> <td>Ausreichend</td> <td>Sufficient</td> </tr> <tr> <td>4.7 - 5.0</td> <td>Ungenügend/Nicht ausreichend</td> <td>Fail</td> </tr> </tbody> </table> <p>Exams may also be evaluated as "bestanden" (passed) or "nicht bestanden" (failed) without grade.</p> <p>Further information on the statistical distribution of grades according to the descriptions in the ECTS users' guide can be found in the individual module handbooks of each degree course and on request at the KIT registrar's office.</p>	Grade	German	English	1.0 – 1.3	Sehr gut	Very good	1.7 – 2.3	Gut	Good	2.7 – 3.3	Befriedigend	Satisfactory	3.7 – 4.0	Ausreichend	Sufficient	4.7 - 5.0	Ungenügend/Nicht ausreichend	Fail
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3.7 – 4.0	Ausreichend	Sufficient																	
4.7 - 5.0	Ungenügend/Nicht ausreichend	Fail																	
<p>4.9. Further information for incoming students</p>	<p>Useful and helpful information for incoming students can be found on our webpages or in our student handbook available online: http://www.intl.kit.edu/istudies/3171.php.</p>																		