



7

# 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

#### [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>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. Prof. Ricardo Luís Rosa Jardim Gonçalves Email: <a href="mailto:rlg@fct.unl.pt">rlg@fct.unl.pt</a> Tel.: + 351 21 294 83 00 -----	<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> 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> SAE-AM Email: <a href="mailto:div.a.ac.mobilidade@fct.unl.pt">div.a.ac.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>
COLOGNE UNIVERSITY OF APPLIED SCIENCES	D KOLN04	<b>International Office</b> Institutional Erasmus Coordinator Janina Knöll, Claudiusstraße 1, 50678 Köln, Deutschland +49 221 8275 3098 +49 221 8275 3369 <a href="mailto:janina.knoell@fh-koeln.de">janina.knoell@fh-koeln.de</a>	<b>General website:</b> <a href="http://www.fh-koeln.de">www.fh-koeln.de</a> <b>Academic calendar:</b> <a href="http://www.studium.fh-koeln.de/service/u/01369.php">http://www.studium.fh-koeln.de/service/u/01369.php</a> <b>Bilateral Agreements:</b> <a href="mailto:erasmus-agreements@fh-koeln.de">erasmus-agreements@fh-koeln.de</a> <b>Staff Mobility:</b> <a href="mailto:benjamin.held@fh-koeln.de">benjamin.held@fh-koeln.de</a> <b>Nominations:</b> <a href="mailto:incomings-erasmus@fh-koeln.de">incomings-erasmus@fh-koeln.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 KOLN04	071	Engineering and Engineering Trades	2 <sup>nd</sup>	2*6 (each)	TBD
D KOLN04	P LISBOA03	071	Engineering and Engineering Trades	2 <sup>nd</sup>	2*6 (each)	TBD

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

<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>)

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 KOLN04	071	Engineering and Engineering Trades	TBD * 8h	---
D KOLN04	P LISBOA03	071	Engineering and Engineering Trades	TBD * 8h	---

**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)	B1	B2
D KOLN04		German	English	B1	

<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>



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 KOLN04: offers support to students and staff with disabilities or students and staff with children. Please contact CUAS in time for information and help:

[Incomings-erasmus@fh-koeln.de](mailto:Incomings-erasmus@fh-koeln.de)

D KOLN04: offers language courses before and during the semester. Please see for more information : <http://www1.fh-koeln.de/slz/>

## 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>st</sup>	October 31 <sup>st</sup>
D KOLN04	Nomination till 15 <sup>th</sup> May	Nomination till 15 <sup>th</sup> November

[\* 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

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)

#### At **D KOLN04**

ECTS Grade	Local grade	Definition
<b>A</b>	1,0 / 1,3	VERY GOOD
<b>B</b>	1,7 / 2,0 / 2,3	GOOD
<b>C</b>	2,7 / 3,0 / 3,3	SATISFACTORY
<b>D</b>	3,7 / 4,0	SUFFICIENT
<b>E</b>	4,3 / 4,7	FAIL
<b>F</b>	5,0	FAIL

### **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: <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>
D KOLN04	In case you need to apply for a visa, please inform us in time by email to: <a href="mailto:Incomings-erasmus@fh-koeln.de">Incomings-erasmus@fh-koeln.de</a> Information about visa requirements can be found on the website of the Federal Foreign Office <a href="http://www.auswaertigesamt.de">http://www.auswaertigesamt.de</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.

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: <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	---
D KOLN04	<a href="http://www.international-office.fh-koeln.de/incomings/u/02466.php">http://www.international-office.fh-koeln.de/incomings/u/02466.php</a>	



#### **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: <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>
D KOLN04	Students should apply in time for accommodation. There is the possibility to apply online for a room at KSTW: <a href="http://www.kstw.de/">http://www.kstw.de/</a> => online application	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	06 FEV 2014	
D KOLN04	Janina Knöll Erasmus Institutional coordinator		

---

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

