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# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014-2021

### 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 (email, phone)	Website (eg. of the course catalogue)
Hochschule Merseburg, University of Applied Sciences	D MERSEB02	Ms Dr. Gabi Meister Head of International Office Tel +49 3461 462307 Fax +49 3461 462306 e-mail: <a href="mailto:gabi.meister@hs-merseburg.de">gabi.meister@hs-merseburg.de</a> D	<b>University's home page</b> <a href="http://www.hs-merseburg.de/">http://www.hs-merseburg.de/</a>  <b>Course Catalogue</b> <a href="http://www.hs-merseburg.de/inw/aktuelles/stundenplaene/">http://www.hs-merseburg.de/inw/aktuelles/stundenplaene/</a>  The courses on offer differ in the summer and winter term. Please contact the departmental coordinator for courses or projects in English.
International Office/ Erasmus Institutional Coordinator		Mr Prof. Dr. Thomas Rödel Departmental Coordinator of Faculty of Engineering and Natural Sciences Tel +49 3461 462165 e-mail: <a href="mailto:thomas.roedel@hs-merseburg.de">thomas.roedel@hs-merseburg.de</a>	
Faculties (Academic coordinator)			
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@uni.pt">erasmus@uni.pt</a> Tel.: +351 21 384 52 07/8  <b>Subject Area Contact:</b> Prof. Carlos Dias Materials Science Department Email: <a href="mailto:cmd@fct.unl.pt">cmd@fct.unl.pt</a> Tel.: + 351 21 294 85 65	<a href="http://www.unl.pt">www.unl.pt</a>

		<b>Administrative contact:</b> SAE-AM Email: <a href="mailto:dly.a.ae.mobilidade@fct.unl.pt">dly.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>
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### B. Mobility numbers per 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D MERSEB02	P LISBOA03	071	Engineering and Engineering Trades	1 <sup>st</sup> , 2 <sup>nd</sup>	1 (6)	TBD
P LISBOA03	D MERSEB02	071	Engineering and Engineering Trades	1 <sup>st</sup> , 2 <sup>nd</sup>	1 (6)	TBD

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 *
D MERSEB02	P LISBOA03	071	Engineering and Engineering Trades	Min 2 days/8 hrs of teaching	
P LISBOA03	D MERSEB02	071	Material Sciences	Min 2 days/8 hrs of teaching	

### C. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D MERSEB02		German	English	B1 certificate to	B2 (for English)

<sup>1</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>

			(some courses)	indicate student's German skills is needed (ie. Transcript of records, letter from the home university)	
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.

#### D. Additional requirements

Items D, E and F are for information purposes only and are subject to change. Partners will exchange information about these matters annually by sending an Institutional Fact Sheet covering the most relevant information concerning student mobility.

#### E. Calendar

Items D, E and F are for information purposes only and are subject to change. Partners will exchange information about these matters annually by sending an Institutional Fact Sheet covering the most relevant information concerning student mobility.

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D MERSEB02	June 30 <sup>th</sup>	January 15 <sup>th</sup>
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>

2. **HOME:** Admission decisions will be made by the faculties a.s.a.p. (max. one month). Application forms are available on the website

<http://www.hs-merseburg.de/home/studium-international/studieren-in-merseburg/>.


Signed forms must be sent by mail to:

University of Applied Sciences Merseburg  
International Office/Language Center  
Geusaer Straße 88, D-06217 Merseburg

**Lisboa:** The receiving institution will send its decision within 4 weeks (minimum).

3. **HOME:** All students will receive a "Transcript of Records" from the International Office at the end of the exchange period. If, at that time, some of the courses are not recorded in the transcript, the final version will be sent to the home university within one month after the end of the semester.

**Lisboa:** 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

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**

Items D, E and F are for information purposes only and are subject to change. Partners will exchange information about these matters annually by sending an Institutional Fact Sheet covering the most relevant information concerning student mobility.

### **1. Grading systems of the institutions**

**HOME:** In the University of Applied Sciences Merseburg, the numeric scale is from 1 (excellent) to 5 (fail).

University of Applied Sciences Merseburg scale:

- 1.0 – 1.5 Excellent
- 1.6 – 2.0 Very Good
- 2.1 – 3.0 Good
- 3.1 – 3.5 Satisfactory
- 3.6 – 4.0 Sufficient
- 4.1 – 5.0 Fail

**Lisboa:** 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)

### **2. Visa/Residence Permit**

**HOME:**

Students from the European Union, the European Economic Area (EEA) and Switzerland do not need a visa or residence permit (*Aufenthaltsgenehmigung*) to enter Germany. Within the first two weeks after their arrival, they simply need to register with the Citizens' Office (*Einwohnermeldeamt*) and will automatically be issued a 'Residence Permit for Study', provided they can show proof of sufficient funding and health insurance coverage.

**Lisboa:** 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: <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**

#### **HOME:**

Students from EU member states should have a European Health Insurance Card (EHIC). In this case these countries have signed a social reciprocal security agreement with Germany.

#### **Lisboa:**

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	

### **4. Housing**

#### **HOME:**



The local Student Accommodation Office (*Studentenwerk*), supported by the International Office, offers special guest rooms on the campus for international students.

**Lisboa:** 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
D MERSEB02	University of Applied Sciences International Office Tel +49 3461 462294 Fax: +49 3461 462306 e-mail <a href="mailto:annette.losse@hs-merseburg.de">annette.losse@hs-merseburg.de</a> Address: Geusaer Str. 88, D-06217 Merseburg	<a href="http://www.hs-merseburg.de/home/studium-international/studieren-in-merseburg/">http://www.hs-merseburg.de/home/studium-international/studieren-in-merseburg/</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, function	Date	Signature <sup>2</sup>
D MERSEB02	<b>Institutional Coordinator</b> Ms Dr. Gabi Meister Tel: +49 3461 462307 Fax: +49 3461 462306 e-mail: <a href="mailto:gabi.meister@hs-merseburg.de">gabi.meister@hs-merseburg.de</a>	19/12/13	
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	9 JAN. 2014	

<sup>2</sup> Scanned signatures are accepted