



PADERBORN UNIVERSITY
The University for the Information Society

Erasmus+ Programme

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

Inter-institutional agreement 2018/19 – 2020/21 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)
Paderborn University	D PADERBO01	Institutional Coordinator: Juliane Wiese juliane.wiese@zv.uni-paderborn.de +49 5251 603209 Departmental Coordinator: René Wilhelm rene.wilhelm@upb.de (+49) 5251 60-5766	www.upb.de
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 Subject Area Contact: Prof. Maria Helena Godinho Email: mhg@fct.unl.pt Tel.: + 351 21 294 83 00 Administrative contact: SAM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	www.unl.pt http://www.fct.unl.pt/en/student-orientation-and-mobility/students-mobility-study-sms

b. Mobility numbers per 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 and name [ISCED]	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
				Student Mobility for Studies	Student Mobility for Traineeships
D PADERBO01	P LISBOA03	0722 Materials	<input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input type="checkbox"/> 3rd	2 students * 12 months (each)	--
P LISBOA03	D PADERBO01	0722 Materials	<input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input type="checkbox"/> 3rd	2 students * 12 months (each)	--

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code and name [ISCED]	Number of staff mobility periods	
			Staff Mobility for Teaching	Staff Mobility for Training
D PADERBO01	P LISBOA03	0722 Materials	2 persons *1 week (each) * 8h	--
P LISBOA03	D PADERBO01	0722 Materials	2 persons *1 week (each) * 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	
				Student Mobility for Studies	Staff Mobility for Teaching
D PADERBO01	Any	German	English	B1	B2
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D PADERBO01: English taught courses are not available in all fields of study. For more details, see the applicable course catalogue. Students who wish to solely attend intensive German courses need no proficiency in either German or English. The same applies to students of Romance studies who intend to take courses taught in French or Spanish.

P LISBOA03: All courses are taught in Portuguese, but for 2nd and 3rd cycles courses the professors will give some support in English to the foreign students.

d. Additional requirements

D PADERBO01: We recommend incoming exchange students participate in our four week intensive German course (September / March) and the accompanying orientation sessions.

P LISBOA03: ---

e. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
D PADERBO01	Nomination: Mai 15 / application: June 01	Nomination: November 15 / application: December 01
P LISBOA03	May 31 st	October 31 st

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

3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement: In the event of unilateral termination, a notice of at least one academic year has to be given. 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. 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

D PADERBO01:

German Grade	Definition
1,0 – 1,5	VERY GOOD An excellent performance
1,6 – 2,5	GOOD A performance significantly above the average requirements
2,6 – 3,5	SATISFACTORY A performance that meets the average requirements
3,6 – 4,0	SUFFICIENT A performance that meets the requirements despite deficiencies
5,0	FAILED A performance that no longer meets the requirements because of significant deficiencies

P LISBOA03 Information available at:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

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
D PADERBO01	Ms Nicola Weinert Phone: +49 (0) 5251 60 3208 Email: nicola.weinert@zv.upb.de	www.upb.de/io
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

3. Insurance

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.

All students enrolled in **P LISBOA03** are covered by an accident and third party liability insurance.

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
D PADERBO01	Ms Nicola Weinert Phone: +49 (0) 5251 60 3208 Email: nicola.weinert@zv.upb.de	www.upb.de/io
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D PADERBO01	Ms Nicola Weinert Phone: +49 (0) 5251 60 3208 Email: nicola.weinert@zv.upb.de	www.upb.de/io
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

g. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature
D PADERBO01	Anna Rusche ERASMUS Institutional Coordinator	11.04.2019	A. Wiese
P LISBOA03	Prof. João Amaro de Matos Institutional Coordinator	28/03/2019	J. Amaro de Matos

