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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details (email, phone)</th>
<th>Website</th>
</tr>
</thead>
</table>
| 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@fct.unl.pt  
 Tel.: +351 21 364 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.aae.mobilidade@fct.unl.pt  
 Tel: + 351 21 294 78 20/7 | www.unl.pt |
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.

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code and name [ISCED]</th>
<th>Study cycle [short cycle, 1st, 2nd or 3rd]</th>
<th>Number of student mobility periods</th>
<th>Student Mobility for Studies</th>
<th>Student Mobility for Traineeships</th>
</tr>
</thead>
<tbody>
<tr>
<td>D PADERBO01</td>
<td>P LISBOA03</td>
<td>0722 Materials</td>
<td>☑️ 1st</td>
<td>2 students * 12 months (each)</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>D PADERBO01</td>
<td>0722 Materials</td>
<td>☑️ 1st</td>
<td>2 students * 12 months (each)</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code and name [ISCED]</th>
<th>Number of staff mobility periods</th>
<th>Staff Mobility for Teaching</th>
<th>Staff Mobility for Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>D PADERBO01</td>
<td>P LISBOA03</td>
<td>0722 Materials</td>
<td>2 persons * 1 week (each) * 8h</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>D PADERBO01</td>
<td>0722 Materials</td>
<td>2 persons * 1 week (each) * 8h</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

---

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:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level</th>
<th>Student Mobility for Studies</th>
<th>Staff Mobility for Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>D PADERBO01</td>
<td>Any</td>
<td>German</td>
<td>English</td>
<td>B1</td>
<td>B1</td>
<td>B2</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>B1</td>
<td>B1</td>
<td>B2</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D. PADERBO01</td>
<td>Nomination: Mai 15 / application: June 01</td>
<td>Nomination: November 15 / application: December 01</td>
</tr>
<tr>
<td>P. LISBOA03</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>German Grade</th>
<th>Definition</th>
</tr>
</thead>
</table>
| 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:

<table>
<thead>
<tr>
<th>Institution (Erasmus code)</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| D PADERBO01               | Ms Nicola Weinert  
Phone: +49 (0) 5251 60 3208  
Email: nicola.weinert@zv.upb.de | www.upb.de/lo          |
| P LISBOA03                | Email:  
div.a.e.mobilidade@fct.unl.pt  
Tel.: + 351 21 294 78 20/7 | http://www.fct.unl.pt/en/student/stonent-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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| 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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for Information</th>
</tr>
</thead>
</table>
| 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-smas |
g. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution (Erasmus code)</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>D PADERBO01</td>
<td>Anna Ruesch</td>
<td>13.04.2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ERASMUS Institutional Coordinator</td>
<td></td>
<td>A. Ruesch</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Prof. João Amaro de Matoe</td>
<td>28.03.2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institutional Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>