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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 details ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia -	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@uni.pt Tel.: +351 21 384 52 07/8 <hr/> Subject Area Contact: Prof. Gregoire Bonfait Email: gb@fct.unl.pt Tel.: + 351 21 294 83 00 <hr/> Administrative contact: SAE-AM 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/student-orientation-and-mobility/students-mobility-study-sms
UNIVERSITÄT ULM	D ULM01	Erasmus Institutional Coordinator Dr. Sabine Habermaiz sabine.habermaiz@uni-ulm.de Tel: +49-731-5022046 <hr/> Departmental Coordinator Prof. Dr. Susana Gema Fernández Huelga susana.huelga@uni-ulm.de Tel: +49 731 50-22901 <hr/> Administrative contact: Julia Vogt-Hochheimer Email: Erasmus@uni-ulm.de Tel: +49-731 50-22022	http://www.uni-ulm.de http://www.uni-ulm.de/fo/exchange.html http://www.uni-ulm.de/fo/exchange/studies.html

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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B. Mobility numbers⁵ 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.

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 ULM01	0533	Physics	1 st / 2 nd	2*6 (each)	---
D ULM01	P LISBOA03	0533	Physics	1 st / 2 nd	2*5 (each)	---

[*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.]

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 ULM01	0533	Physics	1 week / 8 hrs.	---
D ULM01	P LISBOA03	0533	Physics	1 week / 8 hrs.	---

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>)

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 ULM01	0533	German All our Bachelor programs are taught in German Most of our Master programs are taught in German	English Some Master programs are taught in English: Advanced Materials Energy Science and Technology	German Minimum recommended level: B2 Minimum required level: B1 English Minimum recommended level: B2 Minimum required level: B1	B2

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- For more information on language issues (proof of language competence, language courses), see <http://www.uni-ulm.de/lo/exchange/lang.html>
- Proof of German language proficiency not required from students who only want to do a Master thesis. English sufficient
- *Students must have Master level in order to take courses from Master programs, i.e. completed*
 - a Bachelor degree or
 - 3 years of study or
 - 180 ECTS
 - at the beginning of their ERASMUS period.

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]
[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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- In principle, Ulm University is open to accepting students or staff with disabilities, however, we do not yet have an overall infra-structure to accommodate all conceivable needs.
- The student housing agency provides especially designed rooms for students with disabilities, however, availability is limited and cannot be guaranteed.
- The main university building is mostly barrier-free (doors, elevators, bathrooms) and thus wheelchair accessible, while other university buildings are not. Thus, it depends very much on the type of disability a student may have and which subjects s/he is planning to study to evaluate potential problems and solutions on an individual basis.
- Therefore, partners are advised to contact us well before the application deadline to ensure that all necessary arrangements can be made.

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>

E. Calendar

P LISBOA03

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

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]*

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1. Nomination/Application
2. Decision Response

	Winter Semester	Summer Semester	Individual Periods e.g. clinical rotations, project, thesis
Application Deadline	May 15th	November 15th	Minimum: full three calendar months in advance
Decision Response	June 30 th	January 15th	Within 6 weeks
Orientation Period	Beginning of September until mid-October	Beginning of March until mid-April	
Lecture Period	Mid-October until Mid-February	~ Easter – mid-July / end of July	
Exam Period I	Last week during lecture period + the following three weeks after lecture period		
Exam Period II	3 weeks before the beginning of the next semester lecture period + first week of next semester lecture period		

3. A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution. Please note that in many cases, exams are scheduled on an individual basis. In such cases, please allow for 5 weeks after the date of the last exam.

Both Parties:

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. 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

P LISBOA03

Information available at:

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

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Passing Grades											Fail
Very Good			Good			Satisfactory			Sufficient		Fail
Sehr gut			Gut			Befriedigend			Ausreichend		Ungenügend Nicht bestanden
1	1-		2+	2	2-	3+	3	3-	4+	4	5
1.0	1.3		1.7	2.0	2.3	2.7	3.0	3.3	3.7	4.0	5.0

Distribution:

(based on statistical evaluation of all final Bachelor grades across all subjects including the academic years 2010/11 – 2012/13):

ECTS Grade	A	B	C	D	E	F
UUm Grade	1.0 – 1.4	1.5 – 1.8	1.9 – 2.3	2.4 – 2.8	2.9 – 4.0	Not included in query

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-visitore
D ULM01	erasmus@uni-ulm.de	http://www.uni-ulm.de/io/exchange/accepted/visa.html

4. Insurance

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	---
D ULM01	erasmus@uni-ulm.de	http://www.uni-ulm.de/io/exchange/accepted/insurance.html

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.



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.se.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-ema
D ULM01	Ms. Margit Kast Phone: +49 731 5022022 Fax: +49 731 5022016 Email: margit.kast@uni-ulm.de	http://www.uni-ulm.de/fo/exchange/housing.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	24 JAN. 2014	
D ULM01	Dr. Sabine Habermalz Erasmus Institutional Coordinator	21/01/2014	

⁷ Scanned signatures are accepted