



J

Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020²
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.

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.

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@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Marla Filomena Dinis Email: mfmd@fct.unl.pt Tel.: +351 21 294 83 00 ----- 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-orientation-and-mobility/students-mobility-study-sms
ESAPA-Escuela Superior de Arte del Principado de Asturias	E AVILES02	Cristina Fernández Institutional Erasmus Coordinator International Office Plaza Camposagrado s/n 33400 Avilés esapa.erasmus@yahoo.es +34-984836725	www.esapa.org Application process: http://www.esapa.org/node/31 Study Guide and Course: http://www.esapa.org/sites/default/files/academic_guide.pdf

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ per academic year

This agreement is valid for the academic years 2014-2020

[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 * {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 *
E AVILES02	P LISBOA03	213	Fine Arts: Conservation and Restoration of Cultural Heritage	1 st	2X 10* (each)	TBD
P LISBOA03	E AVILES02	213	Fine Arts: Conservation and Restoration of Cultural Heritage	1 st	2X10* (each)	TBD

*[*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.]*

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	E AVILES02	0213	Fine Arts	TBD*8h	TBD
E AVILES02	P LISBOA03	0213	Fine Arts	TBD*8h	TBD

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
E AVILES02		Spanish	English	B1 English	B2 English

For more details on the language of instruction, see the following links:

ESAPA: see the Fact Sheet on <http://www.esapa.org>

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.]

ESAPA: Preparations for Incoming students: <http://www.esapa.org/node/31>

E. Calendar

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

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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	May 31 st	October 31 st
E AVILES02	1st July	1st December

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [4-6] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [4-6] 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

ESAPA: ECTS system + Institutional grading system (marks): from 0 to 10. To pass the student must have 5 or more.

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
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
E AVILES02	esapa.erasmus@yahoo.es Tel: +34-984836725 FAX: +34-984836745	http://www.esapa.org/node/31

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm




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.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-smg
E AVILES02	esapa.erasmus@yahoo.es Tel: +34-984836725 FAX: +34-984836745	http://www.esapa.org/node/31

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P LISBOA03	Institutional Coordinator Prof. José Esteves Perelra	24 FEV. 2014	
E AVILES02	Roberto Crespo-Joglar Fernández Director	10.02.14	 

⁸ Scanned signatures are accepted

