Erasmus+ Programme

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

Inter-institutional\(^1\) agreement 2015-20[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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details(^4) (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia | P LISBOA03 | Institutional Coordinator: Prof. João Sáágua
Email: erasmus@unl.pt
Tel.: +351 21 384 52 07/8
----------------------------------------
072 + 0711 Subject Areas Contact:
Prof. Maria Teresa Cidade
Email: mtc@fct.unl.pt
Tel.: 212948584 | www.unl.pt |
| | | | http://www.fct.unl.pt/en/student/student- |

\(^{1}\) 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.
| E BILBAO01 | Marta Barandiaran, Director for International Mobility  
Edificio Rectorado, Barrio Sarriena s/n – 48940 LEIOA – (BIZKAIA) – SPAIN  
Phone: +34 94 601 2165  
Fax: +34 94 601 3590  
directora.internacional@ehu.es  
Bilateral Agreements, International Relations Office  
Vicerrectorado de Proyección Internacional  
Edificio Ignacio Mª Barriola – 1ª pl. Plaza Elhuyar, 1 // 20018 DONOSTIA-SAN SEBASTIAN (GIPUZKOÁ) – SPAIN  
Tel.: +34 943 018136  
Fax: +34 943018230: agreements.internacional@ehu.es  
Faculty of Chemistry. 0711 + 072 Subject Areas Contact(Campus of Gipuzkoa):  
Academic Contact: Maríló Gurruchaga químicas.internacional@ehu.es  
Faculty of Science and Technology. 0711 Subject Area Contact(Campus of Biscay):  
Academic Contact: Josu Igartua, Vicedean for students and International Affairs  
Barrio de Sarriena, s/n – 48940 Leioa – Bizkaia – Spain  
Phone: +34 946012670  
Fax: +34 946012740 ciencia.internacional@ehu.es | http://www.relaciones-internacionales.ehu.es  
http://www.kimika-zientziak.ehu.es/p250-home/es  
http://www.zientzia-teknoLogia.ehu.es |
B. Mobility numbers\(^5\) per academic year

[Paragraph to be added, if the agreement is signed for more than one 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:

<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 (ISCED)</th>
<th>Subject area name</th>
<th>Study cycle [short cycle, 1st, 2nd or 3rd]</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA003</td>
<td>E BILBAO001</td>
<td>071</td>
<td>Chemical Engineering and Processes</td>
<td>1st, 2nd, 3rd</td>
<td>1 x 10, 1 x 10, 1 x 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>072</td>
<td>Manufacturing and Processing</td>
<td>1st, 2nd, 3rd</td>
<td>1 x 10, 1 x 10, 1 x 10</td>
</tr>
<tr>
<td>E BILBAO001</td>
<td>P LISBOA003</td>
<td>071</td>
<td>Chemical Engineering and Processes</td>
<td>1st, 2nd, 3rd</td>
<td>1 x 10, 1 x 10, 1 x 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>072</td>
<td>Manufacturing and Processing</td>
<td>1st, 2nd, 3rd</td>
<td>1 x 10, 1 x 10, 1 x 10</td>
</tr>
</tbody>
</table>

[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.]

\(^5\) 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)
### Staff mobility:

<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 * [ISCED]</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
<th>Staff Mobility for Training [total number of days of teaching periods or average duration 1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>E BILBAO01</td>
<td>0711</td>
<td>Chemical Engineering and Process</td>
<td>1 lecturer / 2 weeks</td>
<td>1 member / 2 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>072</td>
<td>Manufacturing and Processing</td>
<td>1 lecturer / 2 weeks</td>
<td>1 member / 2 weeks</td>
</tr>
<tr>
<td>E BILBAO01</td>
<td>P LISBOA03</td>
<td>0711</td>
<td>Chemical Engineering and Process</td>
<td>1 lecturer / 2 weeks</td>
<td>1 member / 2 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>072</td>
<td>Manufacturing and Processing</td>
<td>1 lecturer / 2 weeks</td>
<td>1 member / 2 weeks</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 [Minimum recommended level: B1]</th>
<th>Staff Mobility for Teaching [Minimum recommended level: B2]</th>
</tr>
</thead>
<tbody>
<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>B2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E BILBAO01</td>
<td>Spanish B1</td>
<td>English B2</td>
<td>B1</td>
<td>B2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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*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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)
D. Additional requirements

- Student applicants will be required to meet the admission requirements of the host university in terms of prerequisites for courses and language requirements.
- Students will be admitted as full time, non-graduating students at the Host Institution.
- It is the responsibility of the student to inform the Host Institution in advance of any disabilities to ensure that relevant support can be put in place.
- The host university will provide an Orientation programme for incoming students.
- Exchange students are entitled to the same rights and privileges as students normally enrolled at the Host Institution.
- The Host Institution will complete with all relevant health and safety legislation of the country in which the Host Institution is located.
- The Host Institution will provide an induction for incoming staff.

E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
<tr>
<td>E BILBAO01</td>
<td>30th June</td>
<td>30th November</td>
</tr>
</tbody>
</table>

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

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]

4. Termination of the agreement

This agreement will take effect in the 2015 academic year being valid for a period of 6 years, and will be tacitly renewed for further identical periods. This agreement shall be in effect for the valid period indicated within this agreement. It shall be reviewed by both parties 6 months prior to expiry and may be tacitly renewed for a further term by mutual agreement.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

I. Notify the other institution in writing of its intention, by giving at least a 12 months’ notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.
II. Termination of the agreement will not be penalised.

The host institution shall have the right to terminate the mobility agreement forthwith with respect to any student who violates the host university’s policies or rules

"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

Information available at:

P LISBOA03:
http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

E BILBA001:
http://go.ehu.es/gradingsystem

ECTS grading scale:

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>Spanish Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10</td>
<td>EXCELLENT outstanding performance with only minor errors</td>
</tr>
<tr>
<td>B</td>
<td>9</td>
<td>VERY GOOD above the average standard but with some errors</td>
</tr>
<tr>
<td>C</td>
<td>8</td>
<td>GOOD generally sound work with a number of notable errors</td>
</tr>
<tr>
<td>D</td>
<td>6,7</td>
<td>SATISFACTORY fair but with significant shortcomings</td>
</tr>
<tr>
<td>E</td>
<td>5</td>
<td>SUFFICIENT performance meets the minimum criteria</td>
</tr>
<tr>
<td>FX</td>
<td>4</td>
<td>FAIL some more work required before the credit can be awarded</td>
</tr>
<tr>
<td>F</td>
<td>1 + 3</td>
<td>FAIL considerable further work is required</td>
</tr>
</tbody>
</table>

ECTS credits:

- one semester 30 ECTS credits
- one full academic year 60 ECTS credits
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>
| P LISBOA03                 | Email: div.a ae.mobilidade@fct.unl.pt

3. 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>
| P LISBOA03                 | Email: div.a ae.mobilidade@fct.unl.pt
| E BILBAO01                 | European Commission (Employment, Social Affairs & Inclusion) | Further assistance: helpcentre4.internacional@ehu.es |
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>
| P LISBOA03                | Email: div.eae.mobilidade@fct.unl.pt  
Tel.: + 351 21 294 78 20/7 | [Link](http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study) |
| E BILBAO01                | Campus of Gipuzkoa: neipoenet4.internacional@ehu.es  
Campus of Biscay (Leioa): neipoenet4.internacionalehu.es | ![QR Code](image) |

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>P LISBOA03</td>
<td>Institutional Coordinator, Prof. João Sá Pires</td>
<td>16-01-2015</td>
<td><img src="image" alt="Signature" /></td>
</tr>
</tbody>
</table>

E BILBAO01

<table>
<thead>
<tr>
<th>Name, function</th>
<th>Date</th>
<th>Signature*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marta Barandiaran, Director for International Mobility</td>
<td>09.01.2015</td>
<td><img src="image" alt="Signature" /></td>
</tr>
</tbody>
</table>

*Scanned signatures are accepted