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

Inter-Institutional Agreement 2014-2021
between programme countries

[Minimum requirements]

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 (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA               | E LAS-PAL01  | Fabián Alberto Déniz Quintana  
Tel: +34.928.45.8029/7443  
Fax: +34.928.45.89.49  
E-mail: dimov@ulpgc.es, relint@ulpgc.es | www.movilidad.ulpgc.es |
| 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  
________________________  
Subject Area Contact: Prof. Fernando Pedro Reino da Silva Birra  
Email: fpb@fct.unl.pt  
Tel.: +351 21 294 83 00  
________________________  
Administrative contact: | www.unl.pt |

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 Causes 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.
### B. Mobility numbers<sup>1</sup> 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.]

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle (short cycle, 1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt;, or 3&lt;sup&gt;rd&lt;/sup&gt;)</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL01</td>
<td>P LISBOA03</td>
<td>061</td>
<td>Information and communication technologies (ICTs)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2X9=18 months</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>E LAS-PAL01</td>
<td>061</td>
<td>Information and communication technologies (ICTs)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2X9=18 months</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 traineeships; 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.*]

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<sup>1</sup>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
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name *</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL01</td>
<td>P LISBOA03</td>
<td>061</td>
<td>Information and communication technologies (ICTs)</td>
<td>1X5 days</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>E LAS-PAL01</td>
<td>061</td>
<td>Information and communication technologies (ICTs)</td>
<td>1X5 days</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</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level A</th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL01</td>
<td>SPANISH</td>
<td>B1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>---</td>
<td>Portuguese (for 1st)</td>
<td>Portuguese and/or</td>
<td>B1 and B2</td>
</tr>
</tbody>
</table>

A 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

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ID. DOCUMENTO UI29415979bd7b5d5G%LE2clw$"
cycles] | English (for 2nd and 3rd cycles)

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

D. Additional requirements

E. LAS-PAL01: (SMS) Institutions must nominate their students by an on-line nomination. Instructions will be sent to our partners every year. Students are recommended to arrive one week before the academic calendar in order to attend the welcome week. Students, should attend the Faculty in which we have an agreement, having the option of taking courses of other faculties, only if it does not exceed the 40% of the total of courses in the Learning agreement.

(STA): The applications must be sent to the coordinator of International Relations of the Faculty in which we have an agreement.

(STT): Every May our Institution organizes an event to receive staff.

Information for students and staff with disabilities

E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term*</th>
<th>Spring term*</th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL01</td>
<td>31st of May</td>
<td>30th November</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
</tbody>
</table>

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

2. The receiving institution will send its decision within 1 day once the sending Institution has fulfilled the online nomination application.

P LISBOA03 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information
Grading systems of the institutions

Local Grading System
Matrícula de honor 10
Sobresaliente 9-10
Notable 7-8,9
Aprobado 5-6,9
Suspensión 0-4,9
No presentado NP

ECTS Grading System
A. Excellent
B. Very Good
C. Good
D. Satisfactory
E. Sufficient
FX Fail
F. Fail
Blank Non attendance

At: 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</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL03</td>
<td><a href="mailto:imp@ulpgc.es">imp@ulpgc.es</a></td>
<td>imp.ulpgc.es</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7</td>
<td><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a></td>
</tr>
</tbody>
</table>

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.

AT 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/estudiante/informacao_academica/Seguro%20Escolar/General_apoliceSeguroAlunos_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.

Information and assistance can be provided by the following contact points and information sources:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL01</td>
<td><a href="mailto:imp@ulpgc.es">imp@ulpgc.es</a></td>
<td>imn.ulpgc.es</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7</td>
<td>---</td>
</tr>
</tbody>
</table>

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</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL01</td>
<td><a href="mailto:imp@ulpgc.es">imp@ulpgc.es</a></td>
<td>imp.ulpgc.es</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email: div.a <a href="mailto:ae.mobilidade@fct.unl.pt">ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7</td>
<td><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-smas">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-smas</a></td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution   | Name, function                  | Date       | Signature
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E LAS-PAL01</td>
<td>Fabián Alberto Déniz Quintana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Prof. José Esteves Pereira</td>
<td>22 JUN. 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institutional Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7 Scanned signatures are accepted