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		Email: <a href="mailto:div.a.e.mobilidade@fct.unl.pt">div.a.e.mobilidade@fct.unl.pt</a> Tel: + 351 21 294 78 20/7	<a href="#">tudent/student-orientation-and-mobility/students-mobility-study-sm3</a>
UNIVERSIDAD COMPLUTENSE DE MADRID	E MADRID03	Dr. Nieves Sánchez Bilateral Agreements Oficina Erasmus Pabellón de Gobierno Isaac Peral s/n-28040 Madrid-España <a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a>  Academic Contacts: Prof. Elena Urquía Vicedecano de RRII Facultad de Ciencias Económicas <a href="mailto:coerasmus@ucm.es">coerasmus@ucm.es</a>	<a href="http://www.ucm.es">www.ucm.es</a>
[...]			

**B. Mobility numbers<sup>5</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.]*

**Student mobility:**

FROM [Erasmus code of the sending institution]	I PISA01	Subject area code * [ISCED]	Subject area name *	Study cycle {short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> }	Number of student mobility periods  Student Mobility for Studies * [total number of months of the study periods or average duration*]	Student Mobility for Trainerships *
P LISBOA03	E MADRID03	034	Mathematics and statistics  (Máster Universitario en Ciencias Actuariales y Financieras)	2 <sup>nd</sup>	2*5 (each)	TBD
E MADRID03	P LISBOA03	034	Mathematics and statistics  (Máster Universitario en Ciencias Actuariales y Financieras)	2 <sup>nd</sup>	2*5 (each)	TBD

<sup>5</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>

[\*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  <i>(total number of days of teaching periods or average duration *)</i>	Staff Mobility for Training +
P LISBOA03	E MADRID03	034	Mathematics and statistics	Bh*1 TBD	--
E MADRID03	P LISBOA03	034	Mathematics and statistics	Bh*1 TBD	--

**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 <sup>6</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA03		Portuguese  (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
E MADRID03		Spanish		B1  It is recommended to have a C1 level of Spanish to take Master courses.	B2

<sup>6</sup> 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>

The Course of Portuguese Language and Culture is offered all year at FCSH/UNL. Attendance is mandatory and at no cost for all incoming students of FCSH/UNL.

For more details on the language of instruction, see the course catalogue.

#### D. Additional requirements

##### P LISBOA03:

- Students have to attend at least one subject per semester, among the other courses (max. 36 ECTS credits per semester), in one of the Departments that have the Erasmus+ Agreement, according to the nomination from the sending institution.
- The stay period of students can only be testified according to our academic calendar: 4 or 5 months for one semester and 9 months for full academic year.

##### E MADRID03:

- *The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection.*
- *Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. <http://www.ucm.es/discapacidad> or <https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities>*
- *Master level students (2<sup>nd</sup> cycle) must have passed 240 ECTS credits.- students will provide the following documents to the International Relations office of corresponding Faculty/School:- CV, transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator.*
- *Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability*

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term	Spring term
P LISBOA03	Nominations: May 31 <sup>st</sup> Applications: June 30 <sup>th</sup>	Nomination: October 31 <sup>st</sup> Applications: November 30 <sup>th</sup>
E MADRID03	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a> Partner Institutions should send nominations using the Moveon e-Nomination system ( <a href="http://www.moveonnet.eu/myinstitution/enomination">www.moveonnet.eu/myinstitution/enomination</a> )	

Student nominations and application documents to FCSH/UNL must be sent to the following e-mail address:  
[erasmus@fcsch.unl.pt](mailto:erasmus@fcsch.unl.pt).

2. The receiving Institution will send its decision within 2-3 weeks.
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.
4. The present Inter-Institutional Agreement will remain valid for the period mentioned in the first page and comes into effect from the date of its signature.

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: ECTS grading scale at FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS/UNL

ECTS Grade	% of successful students normally achieving the grade	Definition	Local Grade
A	10	EXCELENT – outstanding performance with only minor errors	20 ≥ n ≥ 17
B	25	VERY GOOD – above the average standard but with some errors	16 ≥ n ≥ 15
C	30	GOOD – generally sound work with a number of notable errors	14 ≥ n ≥ 13
D	25	SATISFACTORY – fair but with significant shortcomings	12 ≥ n ≥ 11
E	10	SUFFICIENT – performance meets the minimum criteria	n = 10
F	-	FAIL – considerable further work is required	n ≤ 9

E MADRID03: <http://www.ucm.es/sistema-de-evaluacion>

### 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	<a href="mailto:erasmus@fcsh.unl.pt">erasmus@fcsh.unl.pt</a> +351 217 908 332	<a href="http://www.fcsh.unl.pt/aluno-internacional/erasmus-student">http://www.fcsh.unl.pt/aluno-internacional/erasmus-student</a>
E MADRID03	<a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a>	Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay.

		<p>For details please visit:</p> <p><a href="https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante">https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante</a></p>
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### 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. 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	<a href="mailto:erasmus@fch.unl.pt">erasmus@fch.unl.pt</a> +351 217 908 332	<a href="http://www.fch.unl.pt/aluno-internacional/erasmus-student">http://www.fch.unl.pt/aluno-internacional/erasmus-student</a>
E MADRID03	Health Insurance is obliged. EU-inhabitants: European Health Insurance Card (= blue card) Non-EU: a copy of your application for health insurance in Spain	<a href="http://europa.eu/youreurope/citizens/health/index_en.htm">http://europa.eu/youreurope/citizens/health/index_en.htm</a>



### 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	<a href="mailto:erasmus@fch.unl.pt">erasmus@fch.unl.pt</a> +351 217 908 332	<a href="http://www.fch.unl.pt/aluno-internacional/erasmus-student">http://www.fch.unl.pt/aluno-internacional/erasmus-student</a>
E MADRID03	<a href="mailto:aloiamientoenlaucm@ucm.es">aloiamientoenlaucm@ucm.es</a> Tel:+34 91 394 1897 / 2051	<a href="https://www.ucm.es/oficina-de-aloiamiento-en-la-ucm">https://www.ucm.es/oficina-de-aloiamiento-en-la-ucm</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	7 Signature
P LISBOA03	<p>Prof. José Esteves Pereira,</p> <p>Institutional Coordinator</p>	<p>8 7 MAR. 2014</p>	
E MADRID03	<p>Prof. Andrés Arias Vicerrector de Relaciones Internacionales TEL:+34 91 394 6957 FAX:+34 91 394 6956</p>	<p>25/02/14</p>	

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<sup>7</sup> Scanned signatures are accepted

