Erasmus+ Programme

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

Inter-institutional agreement 2014-2017 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 (reg. of the course catalogue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia</td>
<td>LISBOA03</td>
<td>Institutional Coordinator: Prof. José Estêves Pereira, Email: <a href="mailto:erasmus@unil.pt">erasmus@unil.pt</a>, Tel.: +351 21 384 52 07/8; Subject Area Contact: Prof. Rosa Maria Mendes Miranda, Email: <a href="mailto:rmiranda@fct.unl.pt">rmiranda@fct.unl.pt</a>, Tel.: +351 21 294 96 18</td>
<td><a href="http://www.unl.pt">www.unl.pt</a></td>
</tr>
</tbody>
</table>

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
B. **Mobility numbers 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</th>
<th>EPISO01</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle (year cycle: 1st, 2nd or 3rd)</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>E MADRID05</td>
<td>07</td>
<td>Engineering and Engineering Trades</td>
<td>1st, 2nd, 3rd</td>
<td>2 x 12 = 24</td>
</tr>
<tr>
<td>E MADRID05</td>
<td>P LISBOA03</td>
<td>07</td>
<td>Engineering and Engineering Trades</td>
<td>1st, 2nd, 3rd</td>
<td>2 x 12 = 24</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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1. Mobility numbers can be giver per sending/receiving institutions and per education field (optional): [http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)
### Staff mobility:

<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>P LISBOA03</td>
<td>E MADRID05</td>
<td>0715</td>
<td>Laser Technology, Materials Processing</td>
<td>Staff Mobility for Teaching</td>
</tr>
<tr>
<td>E MADRID05</td>
<td>P LISBOA03</td>
<td>0715</td>
<td></td>
<td>Staff Mobility for Teaching</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</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td></td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>B1</td>
</tr>
<tr>
<td>E MADRID05</td>
<td>Spanish</td>
<td></td>
<td>B1</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].

### 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)

* 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/levels/european_language_levels_cefr](http://europass.cedefop.europa.eu/en/levels/european_language_levels_cefr).
[Please specify whether the institutions have the infrastructure to welcome 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 (Examine code)</th>
<th>Autumn term* (month)</th>
<th>Spring term* (month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>31 May</td>
<td>31 October</td>
</tr>
<tr>
<td>MADRID05</td>
<td>ETSI Industriales: 30th April</td>
<td>ETSI Industriales: 12th 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

[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

1. Grading systems of the institutions

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

   At E MADRID05
   Grading system UPM: 0-4.9 Fail; 5-6.9 Pass; 7-8.9 Outstanding; 9-10 Distinction; MH High Distinction

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 (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.de.mobilidade@fc.utl.pt">div.a.de.mobilidade@fc.utl.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>
<tr>
<td>E MADRID05</td>
<td><a href="mailto:erasmus@upm.es">erasmus@upm.es</a></td>
<td><a href="http://www.upm.es/institucional/Estudiantes/Atencion/TramitesConvisados">http://www.upm.es/institucional/Estudiantes/Atencion/TramitesConvisados</a></td>
</tr>
</tbody>
</table>

3. Insurance

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_applice%20Alunos_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>
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<td></td>
</tr>
</tbody>
</table>
| E MADRID05  | erasmus@upm.es +34 -91 -3367986 | . European Health Insurance Card  
www.centrossanitarios.sanidadmadrid.org  
. International Mobility (15€)  
http://www.upm.es/institucional/estudiantes/Seguro/SeguroInternacional |
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</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| P LISBOA03        | Email: div.aae.mobilidade@fct.unl.pt  
Tel.: + 351 21 294 78 20/7 | http://www.fct.unl.pt/estp/student/student-orientation-and-mobility/students-mobility:-study-smes  |
| E MADRID05        | erasmus@upm.es  
+34-91-3367986 | http://www.upm.es/internacional/Students/Student+Attention/ddeebid603a97210VgnVCM1 00000000c7848aRCRd  |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature*</th>
</tr>
</thead>
</table>
| P LISBOA03        | Prof. José Esteves Pereira  
Institutional Coordinator | 7 MAR. 2014 | [Signature]|
| E MADRID05        | Prof. Alberto Almendras  
UPM Institutional Coordinator  
Prof. Juan J. Márquez  
ETS1 Industriales-UPM  
Vice-Dean for Student Affairs  
and International Relations | 17 FEB. 2014 | [Signature]|

*Scanned signatures are accepted