



## Erasmus+ Programme Key Action 1 – Mobility for learners and staff –

### Higher Education Student and Staff Mobility Inter-institutional agreement 2014-2021 between programme countries

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

Name of the institution (and department, where relevant)	Erasmus code	Contact details	Website
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<p><b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8</p> <p>-----</p> <p><b>Subject Area Contact:</b> <b>07 and 0722</b> Prof. Hugo Águas Email: <a href="mailto:hma@fct.unl.pt">hma@fct.unl.pt</a> <b>0711</b> Prof. Isabel Fonseca Email: <a href="mailto:blo@fct.unl.pt">blo@fct.unl.pt</a> <b>061</b> Prof. Fernando Birra Email: <a href="mailto:fpb@fct.unl.pt">fpb@fct.unl.pt</a></p> <p>-----</p> <p><b>Administrative contact:</b> SAE-AM 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</p>	<p><a href="http://www.unl.pt">www.unl.pt</a></p> <p><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a></p>
UNIVERSIDAD REY JUAN CARLOS	E MADRID26	<p><b>D. Jose M<sup>a</sup> Álvarez Monzoncillo</b> Vicerrector for Specific Degrees, Continuous Education, Post-graduate and International Affairs c/Tulipán s/n 28933 Móstoles (Madrid) Phone.: + 34 916655073, e-mail: <a href="mailto:vice.relacionesinternacionales@urjc.es">vice.relacionesinternacionales@urjc.es</a> <b>Incoming students</b> tel.: +34 91 488 8308; email: <a href="mailto:internacional.in@urjc.es">internacional.in@urjc.es</a></p>	<p><a href="http://www.urjc.es">www.urjc.es</a></p> <p>Incoming Students: <a href="http://www.urjc.es/relaciones_internacionales/incoming.html">http://www.urjc.es/relaciones_internacionales/incoming.html</a></p>

#### B. Mobility numbers per 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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area*			Number of student mobility periods	
		Code [ISCED]	Name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
P LISBOA03	E MADRID26	07	Engineering, Manufacturing and Construction (Telecommunication)	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.
		061	Information and Communication Technologies (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.



		0722	Materials (glass, paper, plastic and wood)	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.
		0711	Chemical Engineering and Processes	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.
E MADRID26	P LISBOA03	07	Engineering, Manufacturing and Construction (Telecommunication)	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.
		061	Information and Communication Technologies (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.
		0722	Materials (glass, paper, plastic and wood)	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.
		0711	Chemical Engineering and Processes	1 <sup>st</sup> , 2 <sup>nd</sup>	2X10=20	N.A.

[\*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'		Number of staff mobility periods	
		Code [ISCED]	Name	Staff Mobility for Teaching {total number of days of teaching periods or average duration *}	Staff Mobility for Training
P LISBOA03	E MADRID26	07	Engineering, Manufacturing and Construction (Telecommunication)	1 teacher 1 week 5 h.	1 person 1 week
		061	Information and Communication Technologies (ICTs)		
		0722	Materials (glass, paper, plastic and wood)		
		0711	Chemical Engineering and Processes		
E MADRID26	P LISBOA03	07	Engineering, Manufacturing and Construction (Telecommunication)	1 teacher 1 week 5 h.	1 person 1 week
		061	Information and Communication Technologies (ICTs)		
		0722	Materials (glass, paper, plastic and wood)		
		0711	Chemical Engineering and Processes		

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
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
EMADRID26	07	Spanish		B1	B2
	061	Spanish		B1	B2
	0722	Spanish		B1	B2
	0711	Spanish		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

#### 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.]*

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>
E MADRID26	May 15 <sup>th</sup>	October 15 <sup>th</sup>
	May 31 <sup>st</sup>	October 31 <sup>st</sup>

#### E MADRID26

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution at the end of August at the latest.
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.

#### P LISBOA03

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

#### P LISBOA03

Please click:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

#### Universidad Rey Juan Carlos:

[http://www.urjc.es/relaciones\\_internacionales/erasmus\\_munde/archivos/Handbook\\_ing.pdf](http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf)

Institutional grading system:

Numerical Mark	grading	ECTS
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

ECTS Grade	%of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

### 2. 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.

#### 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/estudante/informacao\\_academica/Seguro%20Escolar/Generali\\_apoliceSeqAlunos\\_013.pdf](http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSeqAlunos_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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	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	

E MADRID26	Internacional.in@urjc.es +34 91 488 8308	<a href="http://www.urjc.es/relaciones_internacionales/incoming.html">http://www.urjc.es/relaciones_internacionales/incoming.html</a>
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### 3. 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: <a href="mailto:div.a.ae.mobilidade@fct.u&lt;br/&gt;nl.pt">div.a.ae.mobilidade@fct.u nl.pt</a>  Tel.: + 351 21 294 78 20/7	<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>
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	<a href="http://www.urjc.es/relaciones_internacionales/incoming.html">http://www.urjc.es/relaciones_internacionales/incoming.html</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	Email: <a href="mailto:div.a.ae.mobilidade@fct.u&lt;br/&gt;nl.pt">div.a.ae.mobilidade@fct.u nl.pt</a>  Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	<a href="http://www.urjc.es/relaciones_internacionales/incoming.html">http://www.urjc.es/relaciones_internacionales/incoming.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
P LISBOA03	Institutional Coordinator Prof. José Esteves Pereira	13 JAN. 2014	
E MADRID26	D. Jose M <sup>a</sup> Álvarez Monzoncillo Vicerrector for Specific Degrees, Continuing Education, Post- Graduate and International Affaires		