



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries**

### **[Minimum requirements]<sup>3</sup>**

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**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details<sup>1</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<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 ----- <b>Subject Area Contact:</b> Prof. Marta Cristina Vieira Faias Mateus Email: <a href="mailto:mcm@fct.unl.pt">mcm@fct.unl.pt</a> Tel.: + 351 21 294 83 88 -----	<a href="http://www.unl.pt">www.unl.pt</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<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	<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>
UNIVERSIDAD DE SALAMANCA	E SALAMAN02	<b>Institutional coordinator:</b> María Angeles Serrano Vice- Rector for International Relations Cardenal Pla y Deniel 22, 1º 37008 Salamanca (Spain) Tf: +34 923294426 <a href="mailto:erasmus@usal.es">erasmus@usal.es</a> <b>Faculty coordinator:</b> Prof. José Ángel González Delgado, International Coordinator, Faculty of Science, Universidad de Salamanca, Plaza de los Caidos s/n, 37008 Salamanca, Spain, Tel: (34) 923 29 45 00 (ext: 1523), Fax: (34) 923 29 45 14 Email: <a href="mailto:angel@usal.es">angel@usal.es</a> <b>Departmental coordinator:</b> Prof. Pablo M. Chacón Martín, Department of Mathematics, Universidad de Salamanca, Plaza de la Merced 1-4, 37008 Salamanca, Spain, Tel: (34) 923 29 44 59, Fax: (34) 923 29 45 83 Email: <a href="mailto:pmchacon@usal.es">pmchacon@usal.es</a>	Course catalogue: <a href="http://www.usal.es">http://www.usal.es</a> Erasmus incomings: <a href="http://campus.usal.es/~rrrl/">http://campus.usal.es/~rrrl/</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	I PISA01	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus					

<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>)



code of the sending institution]		<b>code</b> * [ISCED]	<b>name</b> *	<b>[short cycle, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>]</b> *	Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P LISBOA03	E SALAMAN02	0541	Mathematics	1 <sup>st</sup>	1*10	---
E SALAMAN02	P LISBOA03	0541	Mathematics	1 <sup>st</sup>	2*10	---

*[\*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:**

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
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**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 [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
E SALAMAN02		Spanish		Minimum recommended level: B1  No certificate required	Minimum recommended level: B2  No certificate required

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]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

E SALAMAN02

*Support is offered to students and staff with special need or disability. See <http://sas.usal.es>*

#### 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	31 May	31 October

<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>

E SALAMAN02	15 <sup>th</sup> July	15 <sup>th</sup> July
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*[\* 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](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

At **E SALAMAN02**

#### ***University of Salamanca grading system***

*In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade correspond to a qualitative grade as follows: Suspenso (Fail): 0-4.9 – Aprobado (Pass): 5-6.9 – Notable (Good): 7-8.9 – Sobresaliente (Very Good): 9-10 – Matricula de Honor: A special mention for outstanding performance limited to a maximum of 2 % of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out to 10.*



## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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	<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 SALAMAN02	International Relations Office e-mail: <a href="mailto:erasmus@usal.es">erasmus@usal.es</a> Tf: +34 923294426	<a href="http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php">http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php</a>

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

### **At E SALAMAN02**

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

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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 SALAMAN02	International Relations Office e-mail: <a href="mailto:erasmus@usal.es">erasmus@usal.es</a> Tf: +34 923294426	<a href="http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php">http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php</a>
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#### 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.unl.pt">div.a.ae.mobilidade@fct.unl.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 SALAMAN02	University of Salamanca Residence Halls	<a href="http://www.usal.es/residen/">http://www.usal.es/residen/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	27 JAN. 2014	
E SALAMAN02	Prof. J. Ángel González Delgado International coordinator Science Faculty vºBo Prof. M <sup>a</sup> Ángeles Serrano Vice-Rector for International Relations	21-01-2014	

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

