Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21]
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 details¹ (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia | P LISBOA03 | Institutional Coordinator:
Prof. José Estêves Pereira
Email: erasmus@unl.pt
Tel.: +351 21 384 52 07/8

Subject Area Contact:
Prof. Prof. Ricardo Luis Rosa Jardim Gonçalves
Email: rig@fct.unl.pt
Tel.: +351 21 294 83 00

Administrative contact:
SAE-AM
Email: div.a.ae.mobilidade@fct.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 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.
**University of Salamanca**  
**E SALAMAN02**

Institutional Coordinator:  
Vice-Rector for International Relations  
Cardenal Pir y Deniel nº 22, 1º 37008 Salamanca (Spain)  
Tel: +34 923294426  
erasmus@usal.es  
Prof. Raúl García Ovejero  
Faculty/School of Escuela Técnica Superior de Ingeniería Industrial-Béjar, Universidad de Salamanca  
Tel. +34 923 40 80 80  
Fax. +34 923 40 81 27  
raulovej@usal.es

Course catalogue:  
http://www.usal.es

Erasmus incoming:  
http://campus.usal.es

### B. Mobility numbers\(^1\) 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 [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code [ISCED]</th>
<th>Subject area name</th>
<th>Study cycle (short cycle, 1(^\text{st}), 2(^\text{nd}) or 3(^\text{rd}))</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>E SALAMAN02</td>
<td>0713</td>
<td>Electricity and Energy</td>
<td>1(^\text{st}), 2(^\text{nd})</td>
<td>3(^*)3 (each)</td>
</tr>
<tr>
<td>E SALAMAN02</td>
<td>P LISBOA03</td>
<td>0713</td>
<td>Electricity and Energy</td>
<td>1(^\text{st}), 2(^\text{nd})</td>
<td>3(^*)3 (each)</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 traineeship; in this case they should indicate the number of \(^{\text{\textcopyright}}\)]

\(^1\) Mobility numbers can be given per sending/receiving Institutions and per education field (optional*):  
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:

<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></td>
<td></td>
<td></td>
<td></td>
<td>Total number of days of teaching periods or average duration</td>
</tr>
<tr>
<td>***</td>
<td>***</td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>***</td>
<td>***</td>
<td>***</td>
<td>***</td>
<td>***</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(^6)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student Mobility for Studies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Minimum recommended level: B1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Minimum recommended level: B2</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td>Portuguese (for 1(^{st}) cycles)</td>
<td>Portuguese and/or English (for 2(^{nd}) cycles)</td>
<td>B1</td>
</tr>
<tr>
<td>E SALAMAN02</td>
<td></td>
<td>Spanish</td>
<td>Spanish</td>
<td>Minimum recommended level: B1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No certificate required</td>
</tr>
</tbody>
</table>

\(^6\) For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

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. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>May 31*</td>
<td>October 31*</td>
</tr>
<tr>
<td>E SALAMAN02</td>
<td>October - February</td>
<td>February - June</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
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 corresponds 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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</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.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a></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></td>
<td>Tel.: + 351 21 294 78 20/7</td>
<td></td>
</tr>
<tr>
<td>E SALAMAN02</td>
<td>International Relations Office Email: <a href="mailto:erasmus@usal.es">erasmus@usal.es</a> Tel: +34 923294426</td>
<td><a href="http://campus.usal.es/~rril/gulaEstudiantesInternacionales.php">http://campus.usal.es/~rril/gulaEstudiantesInternacionales.php</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/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.
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>[Erasmus code]</td>
<td>(email, phone)</td>
<td></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></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel.: + 351 21 294 78 20/7</td>
<td></td>
</tr>
<tr>
<td>E SALAMAN02</td>
<td>International Relations Office e-mail: <a href="mailto:erasmus@usal.es">erasmus@usal.es</a> Tf: +34 923294426</td>
<td><a href="http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php">http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php</a></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</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code]</td>
<td>(email, phone)</td>
<td></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></td>
<td><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></td>
</tr>
<tr>
<td></td>
<td>Tel.: + 351 21 294 78 20/7</td>
<td></td>
</tr>
<tr>
<td>E SALAMAN02</td>
<td>University of Salamanca Residence Halls</td>
<td><a href="http://www.usal.es/residen/">http://www.usal.es/residen/</a></td>
</tr>
</tbody>
</table>
# 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 | 26 FEB 2014 | [Signature] |
| E SALAMAN2 | Departmental Coordinator  
Prof. Raúl García Ovelero  
Faculty/School of Escuela Técnica Superior de Ingeniería Industrial-Béjar  
Universidad de Salamanca  
Tel. +34 923 40 80 80  
Fax. +34 923 40 81 27  
raulove@usal.es  
Departmental Coordinator Master  
Prof. Francisco Martín Labajos  
Faculty/School of Escuela Técnica Superior de Ingeniería Industrial-Béjar  
Universidad de Salamanca  
Tel. +34 923 40 80 80  
Fax. +34 923 40 81 27  
labajos@usal.es | 11/2/14 | [Signature] |

V^o B^e Vice-Chancellor for Internationalisation  
H. de los Ángeles Serrano  
11/02/2014

\* Scanned signatures are accepted