



# 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
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. Fernando Pedro Reino da Silva Birra Email: <a href="mailto:fpb@fct.unl.pt">fpb@fct.unl.pt</a> Tel.: + 351 21 294 83 36 -----	<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 SANTIAGO DE COMPOSTELA	E SANTIAGO01	<b>Institutional Coord.: E. López Veloso</b> International Relations Office - Casas Reais nº 8 - E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 - Fax 0034 881 812 843 - e-mail: <a href="mailto:erasmus@usc.es">erasmus@usc.es</a> <b>Departmental Coord:</b> Bugarin Diz, Alberto Jose <b>E-mail:</b> alberto.bugarin.diz@usc.es <b>Faculty:</b> Higher Technical Engineering School  <b>Master programme concerned:</b> P4131V01 Máster en Tecnologías de la Información	<a href="http://www.usc.es/">http://www.usc.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]	TO [Erasmus code of the receiving institution]	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  Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration*]	
P LISBOA03	E SANTIAGO01	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup>  2 <sup>nd</sup>	1*9  1*9	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>



E SANTIAGO01	P LISBOA03	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup> 2 <sup>nd</sup>	1*9 1*9	TBD
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[\*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  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P LISBOA03	E SANTIAGO01	061	Information and Communication Technologies (ICTs)	8h * TBD	---
E SANTIAGO01	P LISBOA03	061	Information and Communication Technologies (ICTs)	8h * 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  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: 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>



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 SANTIAGO01		Spanish	Galician	B1 Spanish DELE <sup>7</sup> certificate	B1 in Spanish or B2 in English recommended No certificate is 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 SANTIAGO01:

- Incoming Erasmus students must take at least 50% of their workload from the USC Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties.
- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.
- Incoming teaching staff must be individually accepted by the USC Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- The University of Santiago de Compostela welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at: <http://www.usc.es/en/servizos/seplu/integracion.html>

#### 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 SANTIAGO01	Nomination: 30 June	Nomination: 31 October

<sup>7</sup> \*Diploma de Español como lengua extranjera. If not available, we may accept other certificates of Spanish as a foreign language, or at least formal confirmation from the home university that student has B1 level Spanish.

	Application: 15 July	Application: 30 November
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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)

**E SANTIAGO1:**

Local Grade		ECTS Grade	Definition
Matrícula de Honor	10	A+	<b>EXCELENT</b> – Outstanding performance with only minor errors. Just in very exceptional cases
Sobresaliente	9-9.9	A	<b>VERY GOOD</b> – Above the average standard but with some errors
Notable	7-8.9	B	<b>GOOD</b> – Generally sound work with a number of notable errors
Aprobado	5-6.9	C/D/E	<b>SATISFACTORY/SUFFICIENT</b> – Performance meets the minimum criteria. Average performance
Suspense	0-4.9	F/FX	<b>FAIL</b> - Failed
Apto	-	-	<b>PASS</b> - Passed

### 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	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 SANTIAGO01	<a href="mailto:international@usc.es">international@usc.es</a>	<a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx</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 SANTIAGO01

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 SANTIAGO01	<a href="mailto:international@usc.es">international@usc.es</a>	<a href="http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=559">http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=559</a> All incoming Erasmus students are charged 15 euro for a compulsory insurance for international students

#### 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.mobillidade@fct.unl.pt">div.a.ae.mobillidade@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 SANTIAGO01	<a href="mailto:erasmus@usc.es">erasmus@usc.es</a> ; <a href="mailto:mobillidade.sur@usc.es">mobillidade.sur@usc.es</a>	<a href="http://www.usc.es/en/servizos/sur/index.html">http://www.usc.es/en/servizos/sur/index.html</a> A yearly call for applications is published in May. Incoming students who wish to be placed in one of the dormitories must take part in that call.

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	24 JAN. 2014	
E SANTIAGO01	<b>Institutional Coord.: E. López Veloso</b> International Relations Office - Casas Reais nº 8 - E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 - Fax 0034 881 812 843 - e-mail: <a href="mailto:erasmus@usc.es">erasmus@usc.es</a>	20/01/2014	

<sup>8</sup> Scanned signatures are accepted

