Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014/15 – 2020/21
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 details (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| Université de Lorraine - ENSGSI | F NANCY43 | **Institutional Coordinator:**
**International Office**
91 avenue de la Libération
F-54001 Nancy Cedex

Head:
Ms. Mariama Traore

Outgoing & Incoming mobility:
Ms. Marie-Christine Viry-Michel
Marie-christine.viry@univ-lorraine.fr

**International Coordinator:**
Ms. Alexandra Melon
ENSGSI
8 rue Bastien Lepage
BP 90647
54010 Nancy Cedex, France
E-mail: Alexandra.melon.univ-lorraine.fr | [http://www.univ-lorraine.fr/content/international](http://www.univ-lorraine.fr/content/international) |
| UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia | P LISBOA03 | **Institutional Coordinator :**
Prof. João Sáágua,
Email: erasmus@unl.pt
Tel.: +351 21 384 52 07/8; | www.unl.pt |
### 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.

#### Student mobility (SM):

<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, 1st, 2nd or 3rd]</th>
<th>Number of student mobility periods</th>
<th>Student Mobility for Studies [total number of months of the study periods or average duration*]</th>
<th>Student Mobility for Traineeships *</th>
</tr>
</thead>
<tbody>
<tr>
<td>F NANCY43</td>
<td>P LISBOA03</td>
<td>0710</td>
<td>Engineering and engineering trades (Industrial Technology Engineering)</td>
<td>1st, 2nd</td>
<td>2 students x 9 months = 18</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>F NANCY43</td>
<td>0710</td>
<td>Engineering and engineering trades</td>
<td>1st, 2nd</td>
<td>2 students x 9 months = 18</td>
<td>1 student x 9 months = 9</td>
<td></td>
</tr>
</tbody>
</table>

#### Staff mobility (ST):

<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>Number of staff mobility periods</th>
<th>Staff Mobility for Teaching [total number of days of teaching periods or average duration*]</th>
<th>Staff Mobility for Training *</th>
</tr>
</thead>
<tbody>
<tr>
<td>F NANCY43</td>
<td>P LISBOA03</td>
<td>0710</td>
<td>Engineering and engineering</td>
<td>5 days</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 [Erasmus code]</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended Student Mobility for Studies [Minimum recommended level: B1]</th>
<th>Language of instruction level Staff Mobility for Teaching [Minimum recommended level: B2]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>F NANCY43</td>
<td>0710</td>
<td>Engineering and engineering trades</td>
<td>5 days /</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

**F NANCY43:**

Partner institutions should send nominations by email to alexandra.melon@univ-lorraine.fr

Incoming online application form: https://mobilite.univ-lorraine.fr/incoming/

Coordination of online application: marie-christine.viry@univ-lorraine.fr

**P LISBOA03:**

Partner institutions should send nominations by email to: div.a.ae.mobilidade@fct.unl.pt

Incoming online application form: http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

### E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term*</th>
<th>Spring term*</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code]</td>
<td>[month]</td>
<td>[month]</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>F NANCY43 Applications</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
<tr>
<td>P LISBOA03 Applications</td>
<td>31 May</td>
<td>31 October</td>
</tr>
</tbody>
</table>

[* to be adapted in case of a trimester system*]

2. The receiving institution will send its **decision** within 5 weeks.

3. A **Transcript of Records** will be issued by the receiving institution no later than [8] 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
   The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**F. Information**

**Grading systems of the institutions**

**F NANCY43:**

**Description of the Université de Lorraine (FNANCY43) grading system:**
In the French university system, each course unit is graded on a scale from 0 to 20 points, 0 being the lowest grade and 20 the highest grade.

**Rating scale**

The pass mark thresholds are as follows:

- **10< mark <12** Acceptable
- **12< mark <14** Satisfactory
- **14< mark <16** Good
- **16< mark** Excellent

**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)
1. **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>
</table>
| F NANCY43                  | Accueil-Info Etudiants-Université de Lorraine  
   Email: drie-info-contact@univ-lorraine.fr | [http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine](http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine) |
| P LISBOA03                 | Email: div.a.ae.mobilidade@fct.unl.pt  

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. 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>
</table>
| F NANCY43                  | Accueil-Info Etudiants-Université de Lorraine  
   Email: drie-info-contact@univ-lorraine.fr | [http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine](http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine) |
| P LISBOA03                 | Email: div.a.ae.mobilidade@fct.unl.pt  
   Tel.: + 351 21 294 78 20/7 | --- |

At **P LISBOA03**

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:  
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;

3. 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 (Erasmus code)</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>F NANCY43</td>
<td>Mr Arnaud Bourguignon <a href="mailto:Arnaud.bourguignon@univ-lorraine.fr">Arnaud.bourguignon@univ-lorraine.fr</a></td>
<td><a href="http://www.crous-nancy-metz.fr/crous/sites/crous/accueil/logement/lescitesu/nancy">http://www.crous-nancy-metz.fr/crous/sites/crous/accueil/logement/lescitesu/nancy</a></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ae.mobiliidade@fct.unl.pt">div.a.ae.mobiliidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7</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>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution (Erasmus code)</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>F NANCY43</td>
<td>Pierre HUTZENHAUS, Président de l’Université de Lorraine</td>
<td>8/4/2023</td>
<td>[Signature Image]</td>
</tr>
</tbody>
</table>

¹ Scanned signatures are accepted
<table>
<thead>
<tr>
<th>P LISBOA03</th>
<th>Prof. João Sââgua</th>
<th>Institutional Coordinator</th>
<th>10-11-2014</th>
</tr>
</thead>
</table>
