



Erasmus+ Programme

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

Inter-institutional¹ agreement 2020-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Vice-Rector for International Development: Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Ricardo Gonçalves Email: rlg@fct.unl.pt Tel.: + 351 21 294 85 45 ----- Administrative contact: SAM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
Université de Lorraine	F NANCY43	Institutional Coordinator Nathalie FICK, Directrice des relations internationales et européennes	http://welcome.univ-lorraine.fr/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

TELECOM		Implementation of staff and student mobility : drie-mobilite-contact@univ-lorraine.fr Management of interinstitutional ERASMUS+ agreements : drie-cooperation-contact@univ-lorraine.fr Academic contact: TELECOM : Hervé Panetto, herve.panetto@univ-lorraine.fr	https://formations.univ-lorraine.fr/ http://telecomnancy.univ-lorraine.fr/

B. Mobility numbers⁴ 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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISC ED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd]*	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	F NANCY43	061	Information and Communication Technologies	2 nd	6 students /6 months each	Not applicable
F NANCY43	P LISBOA03	061	Information and Communication Technologies	2 nd	3 students (first year of Master)/6 months each 3 students (second year of Master)/6 or 12 months each	Not applicable

⁴ 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>

*[*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.]*

* Language of instruction depends on modules selected. For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISC ED]	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	F NANCY43	061	Information and Communication Technologies	2 staff mobility/5 days each/8h	Not applicable
F NANCY43	P LISBOA03	061	Information and Communication Technologies	2 staff mobility/5 days each/8h	Not applicable

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	Required: A2 – Portuguese or B1 – English	Portuguese (for 1 st cycles)
F NANCY43		French	English	B1	B2

⁵ 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>

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.]

Université de Lorraine :

- Students are expected to choose a majority of their courses and/or credits in that subject area and department which is covered by the inter-institutional agreement.
- Unless specific French-courses are organized by their host department at Université de Lorraine, ERASMUS+ incoming students are welcome to sign up for free French-courses at the University level. For more information, please visit : <https://defle-nancy.jimdo.com/formations-courses/erasmus/>
- Université de Lorraine welcomes students and staff with disabilities and offers the necessary facilities and support. For more information and contact details, please visit: Students with disabilities : <http://welcome.univ-lorraine.fr/en/living-at-ul/handicap>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F NANCY 43	<p>1st and 2nd cycle mobility :</p> <p>Nominations deadline : May 15th (send nominations to : drie-mobilite-contact@univ-lorraine.fr)</p> <p>Application deadline : May 31st</p> <p>http://welcome.univ-lorraine.fr/en/studies/exchange-programs</p>	<p>Nominations deadline : October 15th (send nominations to : drie-mobilite-contact@univ-lorraine.fr)</p> <p>Application deadlines : October 31st</p> <p>http://welcome.univ-lorraine.fr/en/studies/exchange-programs</p>
P LISBOA03	May 31 st	October 31 st

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

2. The receiving institution will send its decision within 4 weeks after the receipt of the complete application.
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."

5. Protection of personal data

The Institutions acknowledge and agree that they will share personal data in order to fulfill their obligations under this Agreement, in particular to facilitate the functioning of the Exchange.

The institutions recognize and agree that as far as personal data transmitted by one institution to another are concerned, each of the institutions is responsible for processing the processed data. Institutions are not co-responsible for treatment.

Each of the institutions undertakes, as far as it is concerned in the implementation of this Agreement, to respect the provisions of the General Data Protection Regulation N ° 2016/679 (GDPR), in particular the following principles: purpose of the processing, proportionality and relevance of the processed data, limited retention period, security and confidentiality of the data, application of the rights of the persons (access, rectification, opposition for legitimate reason, limitation, portability and erasure).

The institutions also undertake to implement the necessary measures to prevent personal data from being damaged, erased or unauthorized third parties having access to it.

F. Information

1. Grading systems of the institutions

P LISBOA03 Information available at:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

F NANCY 43 : Université de Lorraine's 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

ECTS credits :

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

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: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
F NANCY 43		http://welcome.univ-lorraine.fr/en/studies/students-helpdesk/request-visa

3. 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.

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 28 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: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
F NANCY 43	http://welcome.univ-lorraine.fr/en/studies/students-helpdesk/social-security-insurance-france	




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: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
F NANCY 43	http://welcome.univ-lorraine.fr/en/living-at-ul/housing http://welcome.univ-lorraine.fr/en/international-students-researchers-helpdesk/students-helpdesk/prepare-your-stay/accommodation	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
P LISBOA03	Prof. João Amaro de Matos Vice-Rector for International Development	13/03/ 2020	
F NANCY43	Pierre MUTZENHARDT, Président	7 avril 2020	 <p>Le Président de l'Université de Lorraine  Pierre MUTZENHARDT</p>

⁶ Scanned signatures are accepted