



Erasmus+ Programme Programme Erasmus +

Key Action 1 Action clé 1

Mobility for learners and staff Mobilité des apprenants et des personnels

Higher Education Student and Staff Mobility Etudiants et personnels de l'enseignement supérieur

Inter-institutional¹ agreement 2014-20[21]² Accord inter-institutionnel¹ 2014-2020[21]²

between programme countries entre pays participant au programme

Minimum requirements³ Minimum requis³

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.

Les établissements mentionnés ci-dessous acceptent de coopérer aux activités de mobilité des étudiants et/ou des personnels du programme Erasmus +. Ils s'engagent à respecter les engagements qualité de la charte Erasmus (ECHE) en matière d'organisation et de gestion des mobilités, en particulier pour la reconnaissance des crédits validés par les étudiants dans les établissements partenaires.

A. Information about higher education institutions Renseignements concernant les établissements

Name of the institution Nom de l'établissement (and department, where relevant) (et service, si nécessaire)	Erasmus code Code Erasmus	Contact details ⁴ (email, phone) Coordonnées (e-mail, telephone)	Website (eg. of the course catalogue) Site internet (du catalogue de cours par exemple)
Paris Descartes University (central office)	F PARIS 005	International Exchange Programs Office 12, rue de l'école de médecine F – 75270 Paris Cedex 06 Tel : +33176531770 Echanges.etudiants@parisdescartes.fr	http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes/Etudiants-en-programmes-d-echanges/Erasmus

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

¹ Les accords inter-institutionnels peuvent être signés par 2 ou plusieurs établissements d'enseignement supérieur

² Higher Education Institutions have to agree on the period of validity of this agreement

² Les établissements d'enseignement supérieur doivent indiquer la période de validité du présent accord

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership

³ Des clauses supplémentaires peuvent être apportées à ce modèle d'accord pour préciser certains aspects du partenariat

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates Coordonnées de la personne contact responsable et leurs mises à jour éventuelles

Paris Descartes University – Faculty of Biomedical Sciences 45, rue des Saints-Pères F – 75270 Paris Cedex 06	F PARIS 005	Academic Coordinator: Mrs Mehrmaz Jafarian-Tehrani Mehrmaz.jafarian@parisdescartes.fr Tel : +33 1 70 64 99 76 Administrative Coordinator: Mrs Séverine Thiery International.biomed@parisdescartes.fr Tel : +33 1 42 86 41 37	http://www.biomedicale.parisdescartes.fr/
UNIVERSIDADE NOVA DE LISBOA	P LISBOA 03	Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8	www.unl.pt
Faculdade de Ciências e Tecnologia	P LISBOA 03	Subject Area Contact: Prof. Mário António Basto Forjaz Secca Email: mfs@fct.unl.pt Tel.: + 351 21 294 85 76 ----- Administrative contact: SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student-orientation-and-mobility/students-mobility-study-sms

B. Mobility numbers⁵ per academic year Nombre de mobilités⁵ par année académique

(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 *Paragraphe à ajouter si l'accord est signé pour plus d'une année académique :les partenaires s'engagent à modifier le tableau ci-dessous en cas de modification des données, au plus tard à la fin du mois de janvier de l'année académique précédente.*)

FROM DE (Erasmus code of the sending institution) (Code Erasmus de l'établissement d'envoi)	TO A (Erasmus code of the receiving institution) (Code Erasmus de l'établissement d'accueil)	Subject area code* (ISCED) Code discipline* (CITE)	Subject area name* Discipline*	Study cycle (short cycle, 1 st , 2 nd or 3 rd) Niveau* Cycle court L/M/D	Number of student mobility periods Nombre de périodes de mobilité	
					Student Mobility for Studies Mobilités d'études (total number of months of the study periods or average duration*) (Total en mois ou durée moyenne*)	Student Mobility for Traineeships* Mobilités de stage*
F PARIS005	P LISBOA03	07	Engineering Manufacturing Construction	Master	2 students for 10months each	TBD
		07	Engineering Manufacturing Construction	Master	2 students for 10months each	TBD
P LISBOA03	F PARIS005	07	Engineering Manufacturing Construction	Master	2 students for 10months each	TBD
		07	Engineering Manufacturing Construction	Master	2 students for 10months each	TBD

(*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student

⁵ Mobility numbers can be given per sending/receiving institutions and per education field* (optional*) Le nombre de mobilités peut être exprimé par établissement d'accueil/d'envoi et par discipline* (*facultatif)

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

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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.)

(*Informations facultatives :

Le code et le nom de la discipline, le niveau d'études sont facultatifs.

Les accords inter-institutionnels ne sont pas obligatoires pour les mobilités de stage et les mobilités de formation. Les établissements peuvent mettre en place un accord pour l'organisation des mobilités de stage ; dans ce cas, le nombre d'étudiants envoyés chez le partenaire doit être indiqué.

Si nécessaire, indiquer la durée totale en mois/jours des mobilités d'études et des personnels.)

FROM DE (Erasmus code of the sending institution) (Code Erasmus de l'établissement d'envoi)	TO A (Erasmus code of the receiving institution) (Code Erasmus de l'établissement d'accueil)	Subject area code* (ISCED) Code discipline* (CITE)	Subject area name* Discipline*	Number of staff mobility periods Nombre de périodes de mobilité des personnels	
				Staff Mobility for Teaching Mobilités d'enseignement (total number of days of teaching periods or average duration*) (Total en jours ou durée moyenne*)	Staff Mobility for Training* Mobilités de formation*
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C. Recommended language skills Niveau linguistique recommandé

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. L'établissement d'envoi, en accord avec l'établissement d'accueil, s'engage à aider les candidats retenus (mobilités d'études et mobilités d'enseignement), dans l'obtention du niveau linguistique minimum recommandé avant leur départ en mobilité :

Receiving institution Etablissement d'accueil (Erasmus code) (code Erasmus)	Optional: Subject area Facultatif : discipline	Language of instruction 1 Langue d'enseignement 1	Language of instruction 2 Langue d'enseignement 2	Recommended language of instruction level ⁶ Niveau de langue recommandé ⁶	
				Student Mobility for Studies Mobilité d'études (Minimum recommended level: B1) (Niveau minimum recommandé : B1)	Staff Mobility for Teaching Mobilité d'enseignement (Minimum recommended level: B2) (Niveau minimum recommandé : B2)
F PARIS005		French	English	B2	
P LISBOA03	---	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution (Links provided on the first page). Pour plus d'information sur les recommandations concernant les langues d'enseignement, se référer au catalogue de cours de chaque établissement (lien indiqué en page 1).

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see [Pour une meilleure compréhension du niveau de langue recommandé, utiliser le cadre européen commun de référence pour les langues \(CEFR\)](#)

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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D. Additional requirements Informations complémentaires

(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 **A compléter si nécessaire. Des informations complémentaires sur les aspects académiques ou organisationnels peuvent être mentionnées, telles que les critères de sélection des individus, les moyens mis en œuvre pour la préparation des mobilités, l'accueil et la prise en charge des individus entrants.**)

F PARIS005 : Intensive courses of Language and civilization (SILC) are offered before the terms starts. Exchange students are welcome and participation is recommended during one week. In Beginning of September, Paris Descartes University organizes a special integration period with French courses, free of charge, for exchange students.

P LISBOA03 : ---

(Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities. **Merci de préciser si les établissements disposent d'infrastructures pour l'accueil des individus en situation de handicap.**)

F PARIS005 : For more information concerning specific infrastructures for disabled persons, one should directly contact the international office of the concerned faculty.

P LISBOA03 : ---

E. Calendar Calendrier

1. Applications/information on nominated students must reach the receiving institution by **Les candidatures des étudiants sélectionnés doivent être transmises à l'établissement d'accueil suivant le calendrier suivant :**

Receiving institution (Erasmus code) Etablissement d'accueil Code Erasmus	Autumn term* (month) Premier semestre* (mois)	Spring term* (month) 2ème semestre* (mois)
F PARIS005	15th May (e-nomination) 31st May (sending of pre-application documents)	15th November (e-nomination) 30th November (sending of pre-application documents)
P LISBOA03	May 31 st	October 31 st

(* to be adapted in case of a trimester system **à adapter en cas de système trimestriel**)

2. The receiving institution will send its decision within [x] weeks. **L'établissement d'accueil enverra sa décision dans un délai de :**

F PARIS 005 : Students will receive an answer from Paris Descartes University within 2 months after the submission of their online applications. Please note that this time frame can vary according to the faculties' calendars' specificities.

P LISBOA 03 : 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)* **Un relevé de notes devra être remis par l'établissement d'accueil dans un délai de semaines après la fin de la période d'examen (délai maximum recommandé dans le guide ECHE : 5 semaines)**

4. Termination of the agreement **Rupture de l'accord**
(It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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.")
(Les établissements ont toute latitude sur la procédure de modification ou de rupture de l'accord inter-institutionnel. Cependant, en cas de rupture unilatérale, un préavis d'au moins une année académique devra être donné, c'est à dire qu'une notification de rupture faite le 1er septembre N prendra effet le 1er septembre N+1. La mention : "La commission européenne et les agences nationales ne pourront être tenues responsables en cas de désaccord entre les parties" devra y figurer.)

F. Information

1. Grading systems of the institutions **Système de notation des établissements**

(It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution. Il est recommandé que l'établissement d'accueil fournisse une classification statistique des notes conformément aux préconisations du guide ECTS⁷. Un lien vers un site peut suffire. Cette dernière aidera à l'interprétation de chaque notation attribuée ainsi qu'au transfert de crédits par l'établissement d'envoi)

F PARIS005 :

Grade out of 20	Grade (letter)	Definition
16 or plus	A	Excellent: outstanding performance with only minor errors
14-15	B	Very good: above average but with some errors
12-13	C	Good: generally sound work with a number of notable errors
11	D	Fair: but with significant shortcomings
10	E	Sufficient: performance meets the minimum criteria
8-9	FX	Fail: Some more work required before the credit can be awarded
7 or less	X	Fail: considerable further work is required

P LISBOA 03 : Information available at

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

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

2. Visa 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.

Les établissements d'envoi et d'accueil aideront, le cas échéant, les participants entrants et sortants en matière de visas, conformément aux exigences de la charte Erasmus (ECHE).

Information and assistance can be provided by the following contact points and information sources **Informations et assistance peuvent être obtenues auprès de :**

Institution (Erasmus code) Etablissement (Code Erasmus)	Contact details (email, phone) Coordonnées (e-mail, téléphone)	Website for information Site internet
F PARIS005	Mr. Alain Bernard Alain.bernard@parisdescartes.fr Tel : +33176531750	http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes/Informations-utiles/Titre-de-sejour
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/information-incoming-students-and-other-visitors

3. Insurance Assurance

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. **Les établissements d'envoi et d'accueil aideront les participants entrants et sortants en matière d'assurances obligatoires, conformément aux exigences de la charte Erasmus (ECHE).**

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 : **L'établissement d'accueil informera les participants des cas de non prise en charge par l'assurance. Informations et assistance peuvent être obtenues auprès de :**

Institution (Erasmus code) Etablissement (code Erasmus)	Contact details (email, phone) Coordonnées (e-mail, téléphone)	Website for information Site internet
F PARIS005	International Exchange Programs Office Echanges.etudiants@parisdescartes.fr	http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes/Informations-utiles/Sante-Assurances
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---

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.

4. Housing Logement

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. **L'établissement d'accueil s'engage à aider les personnes en mobilité entrante dans leur recherche de logement, conformément aux exigences de la charte Erasmus (ECHE).** Information and assistance can be provided by the following persons and information sources: **Informations et assistance peuvent être obtenues auprès de :**

Institution (Erasmus code) Etablissement (code Erasmus)	Contact details (email, phone) Coordonnées (e-mail, téléphone)	Website for information Site internet
F PARIS005	International Exchange Programs Office Echanges.etudiants@parisdescartes.fr	http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes (housing application is included in MoveOn application)
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

G. Signatures of the institutions (legal representatives) Signatures des établissements (représentants légaux)

Institution (Erasmus code) Etablissement (code Erasmus)	Name, function Nom, fonction	Date Date	Signature ⁸ Signature⁸
F PARIS005	M. Frédéric DARDEL, President		  UNIVERSITÉ PARIS DESCARTES
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	30 JAN. 2014	 

⁸ Scanned signatures are accepted **Les signatures scannées sont acceptées**

INFORMATION SHEET

Academic year 2013-2014

University: **Paris Descartes University (Paris 5)**

Head of the University: **Mr. Frédéric DARDEL**
 ERASMUS code : F PARIS 005

Postal address : 12, rue de l'Ecole de médecine – 75270 Paris cedex 06 - France
 Internet: <http://www.parisdescartes.fr>
 E-mail: echanges.etudiants@parisdescartes.fr

Exchange programs office

Postal address : 12, rue de l'Ecole de médecine – 75270 Paris cedex 06 – France

Head of the office: **Mrs Cécile LECLERCQ**
 Phone number: + 33 1 76 53 16 13
 Fax: + 33 1 76 53 16 91
 E-mail address: cecile.leclercq@parisdescartes.fr

LLP inter-institutional agreements: -
 Phone number: + 33 1 76 53 17 70
 Fax: + 33 1 76 53 16 91
 E-mail address: olivia.garreau@parisdescartes.fr

Outgoing students: **Mrs Valérie GREFF**
 Phone number: + 33 1 76 53 16 18
 Fax: + 33 1 76 53 16 91
 E-mail address: valerie.greff@parisdescartes.fr – echanges.etudiants@parisdescartes.fr

Incoming students: **Mrs Olga SEKANE**
 Phone number: + 33 1 76 53 17 70
 Fax: + 33 1 76 53 16 91
 E-mail address: olga.sekane@parisdescartes.fr– echanges.etudiants@parisdescartes.fr

Teaching mobility: **Mrs Dominique NOTIN**
 Phone number: + 33 1 76 53 16 34
 Fax: + 33 1 76 53 16 91
 E-mail address: dominique.notin@parisdescartes.fr– echanges.etudiants@parisdescartes.fr

Additional Information for exchange students

Homepage: <http://www.parisdescartes.fr/international>

APPLICATION PROCEDURE FOR INCOMING STUDENTS VIA MOVE ON

1/Erasmus e-nominations and non-Erasmus e-nominations (international bilateral agreement) via MOVE ON

Please nominate before **May, 15th (1st semester) / November 15th (2nd semester)** your selected students on the following web link: <http://www.moveonnet.eu/mymoveonnet/enomination> and read carefully the attached document "Moveon information".

2/Application

After having OFFICIALLY E-NOMINATED your outgoing students, they will first receive an email of information/confirmation in order to then apply for their mobility: **they will have to fill out, print and sign the online application form** ("formulaire de candidature en ligne"): <http://www.univ-paris5.fr/INTERNATIONAL/Venir-a-Paris-Descartes/Etudiants-en-et-hors-programmes-d-echanges>

The ECTS coordinator of the home institution will also have to sign the form.

Deadlines for sending the application forms:

- 1st semester: applications must be sent before May, 31st
- 2nd semester: applications must be sent before November, 30th

a/ Within the framework of the Erasmus program :

The following official Erasmus documents are to be sent as soon as possible to the corresponding host faculty of Paris Descartes University:

- The online application form signed by the student and the home university
- The Erasmus Learning agreement:

We remind you that we will not accept students with a learning agreement of less than 15 ECTS for 1 trimester exchange, less than 30 ECTS for 1 semester exchange and less than 60 ECTS for 1 year exchange.

- A copy of the transcript showing the academic level courses completed
- A proof of French level: Students are asked to provide proof of a B2 level at the TCF/TEF French tests or of a B2 level at the DELF.
- A copy of your ID card /passport
- A copy of your student card

b/ Within the framework of the international bilateral program :

The following official documents are to be sent as soon as possible to the corresponding host faculty of Paris Descartes University:

- The online application form signed by the student and the home university
- Learning agreement. It must be approved by the director of studies, advisor or by any appropriate authority of the home institution.

We remind you that we will not accept students with a learning agreement of less than 15 ECTS for 1 trimester exchange, less than 30 ECTS for 1 semester exchange and less than 60 ECTS for 1 year exchange.

- Copy of the transcript showing the academic level courses completed
- A letter written by the candidate explaining the study objectives that he wishes to pursue in participating in the exchange program (Personal statement)
- A reference letter from the director of studies, advisor or appropriate authority
- Proof of French level: Students are asked to provide proof of a B2 level at the TCF/TEF French tests or of a B2 level at the DELF.
- Copy of your passport
- Copy of your student card

c/ Housing application

Students will also have the possibility to apply for housing on the same online application form. The accommodation application form will be open **from October 15th to December 1st**.

Please inform your students who are candidates for a housing reservation that only the online application will be taken into account.

d/ Welcome period registration

We provide a 10 days welcome period called "SILC" (Intensive Language and Civilization Course) in September and in January. During this welcome period, incoming students are offered free French language and civilization courses. It is an online registration. The web link for the online application will be given to the partner universities in May.

STUDY PROGRAMS/COURSES

Please contact the international coordinator of your host faculty/department:

Faculty of Biomedical Sciences: international.biomed@parisdescartes.fr

Faculty of Law: international.droit@parisdescartes.fr

Institute of Technology: international.iut@parisdescartes.fr

Faculty of Mathematics and Computer Studies: international.math-into@parisdescartes.fr

Faculty of Medicine: international.medecine@parisdescartes.fr

Faculty of Dental Surgery: international.odonto@parisdescartes.fr

Faculty of Pharmaceutical and Biological Sciences: international.pharma@parisdescartes.fr

Institute of Psychology: international.psycho@parisdescartes.fr

Faculty of Human and Social Sciences: international.shs@parisdescartes.fr

Faculty of Sport and Physical Education: international.staps@parisdescartes.fr

FRENCH LANGUAGE COURSES

Available at the **Maison des Langues** of Paris Descartes University:

<http://www.univ-paris5.fr/INTERNATIONAL/La-Maison-des-Langues/Les-cours-de-langues-au-CdL>

Postal address: Maison des Langues – Université Paris Descartes, 45 rue des Saints-Pères, 75006 Paris France

AVAILABLE COURSES

<http://formations.univ-paris5.fr/>