



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2018-20[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. João Amaro de Matos Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact:</b> Prof. Isabel Fonseca Email: <a href="mailto:blo@fct.unl.pt">blo@fct.unl.pt</a> Tel.: 351 212948385 -----	<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> SAM Email: <a href="mailto:dlv.a.ae.mobilidade@fct.unl.pt">dlv.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>
UNIVERSITÉ DE PAU ET DES PAYS DE L'ADOUR	F PAU01	<b>Head of the International Office</b> Erasmus agreements Marielle Peyret <a href="mailto:marielle.peyret@univ-pau.fr">marielle.peyret@univ-pau.fr</a> Tel : +33 (0)5 59 40 70 59  <b>Erasmus Institutional Coordinator</b> Christian Paroissin <a href="mailto:erasmus-coordinator@univ-pau.fr">erasmus-coordinator@univ-pau.fr</a>  <b>Outgoing Erasmus students</b> Sonia Turquet <a href="mailto:outgoing-students@univ-pau.fr">outgoing-students@univ-pau.fr</a> Tel : +33 (0)5 59 40 70 56  <b>Incoming Erasmus students</b> Marielle PLUMET <a href="mailto:incoming-students@univ-pau.fr">incoming-students@univ-pau.fr</a> Tel : +33 (0)5 59 40 70 55  Direction des Relations internationales Avenue de l'Université - BP 576, 64012 PAU CEDEX, France	Web Site <a href="http://ri.univ-pau.fr/">http://ri.univ-pau.fr/</a>  Mobility Programmes : <a href="http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html">http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html</a>  Course catalogue : <a href="https://formation.univ-pau.fr/fr/accueil.html">https://formation.univ-pau.fr/fr/accueil.html</a>  Integration aids : <a href="http://ri.univ-pau.fr/en/studying-at-uppa/helping-you-settle-in.html">http://ri.univ-pau.fr/en/studying-at-uppa/helping-you-settle-in.html</a>  Learning French: <a href="http://ri.univ-pau.fr/en/studying-at-uppa/helping-you-settle-in/learning-french.html">http://ri.univ-pau.fr/en/studying-at-uppa/helping-you-settle-in/learning-french.html</a>
UPPA Collège STEE UFR Sciences et Technique côte basque (Anglet)	F PAU01	<b>Academic coordinator:</b> Frédéric Plantier <a href="mailto:Frederic.plantier@univ-pau.fr">Frederic.plantier@univ-pau.fr</a> Tel: +33(0)5 57 44 17	

## 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 *]	
P LISBOA03	F PAU01	0531	CHEMISTRY	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	12 (1x12 or 2x6)	12 (1x12 or 2x6)
P LISBOA03	F PAU01	0531	CHEMISTRY	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	12 (1x12 or 2x6)	12 (1x12 or 2x6)

[\*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
P LISBOA03	F PAU01	0531	CHEMISTRY	5DAYS (8h/WEEK)	
F PAU01	P LISBOA03	0531	CHEMISTRY	5DAYS (8h/WEEK)	

<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>

### 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]
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
F PAU01		French	EN (only staff)	B2 recommended B1 accepted	B2

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:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>
F PAU01	June 1 <sup>st</sup>	November 15 <sup>th</sup>

<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>

[\* 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

**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)

**F PAU01:**

<http://ri.univ-pau.fr/fr/partir-a-l-etranger-2/valorisation-de-la-mobilite.html>

### 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.mobilldade@fct.unl.pt">div.a.ae.mobilldade@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>
F PAU01	Marielle Plumet <a href="mailto:incoming-students@univ-pau.fr">incoming-students@univ-pau.fr</a> Tel : +33 (0)5 59 40 70 55	<a href="http://ri.univ-pau.fr/en/studying-at-uppa/practical-information/visa-resident-permit.html">http://ri.univ-pau.fr/en/studying-at-uppa/practical-information/visa-resident-permit.html</a>  International Student Guide: <a href="http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html">http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html</a>

### **3. Insurance**

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.

Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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	
F PAU01	Marielle Plumet <a href="mailto:incoming-students@univ-pau.fr">incoming-students@univ-pau.fr</a> Tel : +33 (0)5 59 40 70 55	<a href="http://ri.univ-pau.fr/en/studying-at-uppa/practical-information/insurance.html">http://ri.univ-pau.fr/en/studying-at-uppa/practical-information/insurance.html</a>  International Student Guide: <a href="http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html">http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html</a>



### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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>
F PAU01	International students accommodation: Marielle Plumet <a href="mailto:incoming-students@univ-pau.fr">incoming-students@univ-pau.fr</a> Tel : +33 (0)5 59 40 70 55	<a href="http://ri.univ-pau.fr/en/studying-at-uppa/practical-information/accomodation-catering.html">http://ri.univ-pau.fr/en/studying-at-uppa/practical-information/accomodation-catering.html</a>  International Student Guide: <a href="http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html">http://ri.univ-pau.fr/en/studying-at-uppa/exchange-programmes.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Institutional Coordinator Prof. João Amaro de Matos	8/2/2019	
F PAU01	Mohamed AMARA, Président de l'Université	24/10/18	 Pour le Président en délégation Le Vice-président du conseil d'administration Olivier LECOQ

<sup>7</sup> Scanned signatures are accepted

