



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2020 between programme countries

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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. João Sàágua Email: erasmus@uni.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Carlos Lodeiro Espino, Assistant Professor / Prof. Jose Luis Capelo, Assistant Professor Email: cle@fct.uni.pt / jlc@fct.uni.pt Tel: + 351 210 934 720 ----- Administrative contact: SAMEmail: div.a.ae.mobilidade@fct.uni.pt Tel: + 351 21 294 78 20/7	www.uni.pt

Université de technologie de Troyes (UTT)	F TROYES08	Institutional Coordinator: Michel Legault International Relations 12 rue Marie Curie, CS 42060 F-10004 Troyes cedex T : +33 3 51 59 12 85 F : +33 3 25 71 85 49 international.center@utt.fr Agreement promoter : Departmental Coordinator Prof. Rodica Elena Ionescu Professeur Assistant de l'UTT, HDR Laboratoire de Nanotechnologie et d'Instrumentation Optique e-mail: elena_rodica.ionescu@utt.fr Tel: +(33)(0)3 25 75 97 28	http://www.utt.fr/en/index.html http://www.utt.fr/resources/International/Telechargements/CatalogueOfCourses.pdf
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B. Mobility numbers¹ 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.

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 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies [number of students/total number of months of the study periods *] Student Mobility for Traineeships *	
P LISBOA03	F TROYES08	052	Environment	2 nd and 3 rd	2 nd : 2/6 (each)	2/6 (each)
		0711	Chemical engineering and processes	1 st , 2 nd and 3 rd	1 st : 2/6 (each) 2 nd : 2/6 (each) 3 rd : 2/6 (each)	2/6 (each)
		0531	Chemistry	1 st , 2 nd and 3 rd	1 st : 2/6 (each) 2 nd : 2/6 (each) 3 rd : 2/6 (each)	2/6 (each)
F TROYES08	P LISBOA03	052	Environment	2 nd and 3 rd	2 nd : 2/6 (each)	2/6 (each)
		071	Engineering and engineering trades	2 nd	2 nd : 2/6 (each)	2/6 (each)

*[*Optional: subject area code & name and study cycle are optional.]*

¹ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.unesco.org/Education/Pages/International-standard-classification-of-education.aspx>)

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	F TROYES08	0711	Chemical engineering and processes	2 TBD * 5h	TBD
F TROYES08	P LISBOA03	052	Environment	2 TBD * 5h	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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03		Portuguese	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
F TROYES 08		French	English	B1 in French or English	B2 in French or English

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

UTT: Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.

² 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>

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 st	October 31 st
F TROYES 08	May 15 th	November 15 th

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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

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. 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

UTT grading scale:

<http://www.utt.fr/en/International/to-study-at-the-utt/academic-information.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: div.a.ae.mobilldade@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
F TROYES 08	Emilie NAMY emilie.namy@utt.fr T : +33 3 25 71 56 28	http://www.utt.fr/en/international/to-study-at-the-utt/practical-information.html

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.

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.

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilldade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
F TROYES 08	Emilie Namy emilie.namy@utt.fr T : +33 3 25 71 56 28	http://www.utt.fr/en/international/to-study-at-the-utt/practical-information.html

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: diy.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 TROYES 08	Emilie Namy emilie.namy@utt.fr T : +33 3 25 71 56 28	http://www1.utt.fr/move/moveonline/incoming/accommodation.php

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
P LISBOA03	Institutional Coordinator, Prof. João Sárgua	21-12-2015	
F TROYES 08	On behalf of the UTT Director: Michel Legault Director for International Relations	4/12/15	



³ Scanned signatures are accepted