



Erasmus+ Programme

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

Inter-Institutional¹ agreement 2014-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Prof. Ricardo Luís Rosa Jardim Gonçalves Email: rlg@fct.unl.pt Tel.: + 351 21 294 83 00 ----- Administrative contact: SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	www.unl.pt
University of the Aegean	G Athine 41	Assoc. Prof. N.A. Soulakellis, Vice Rector of Academic Affairs and Student Welfare, vice-rector-afsw@aegean.gr Phone: +30 22510 36021, http://www.aegean.gr/ Department of Academic Programs & International Relations, University Hill, Administration Building, Mytilene, 81100, Greece	

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

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

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

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Ms Aristeia Kazantzi Erasmus+ Coordinator akaz@aegean.gr Phone:+3022510 36118-36165 Fax: +3022510 36089 http://erasmus.aegean.gr/newerasmus/?q=e/
Department of Information & Communication Systems Engineering	Dr. M. Maragkoudakis Phone:+30 22730 82261 mmarag@aegean.gr	http://www.icsd.aegean.gr/icsd_en/

B. Mobility numbers⁵ 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 * [ISCED]	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	G Athine 41	061	Information and Communication Technologies (ICTs)	2 nd , 3 rd	24 (4* 6 months)	TBD
G Athine 41	P LISBOA03	061	Information and Communication Technologies (ICTs)	2 nd , 3 rd	24 (4* 6 months)	TBD

[*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.]

⁵Mobility 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>)

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	G Athine 41	061	Information and Communication Technologies (ICTs)	2 (2* 5 days, min 8 hours)	TBD
G Athine 41	P LISBOA03	061	Information and Communication Technologies (ICTs)	1 (1* 5 days, min 8 hours)	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 ⁶	
				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)	B1	B2
G Athine 41		Greek	English for laboratory works/tutorials and	B2-English (language certificate required)	B2

⁶ 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>

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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.]

- **G Athine 41**
- All candidates (students and staff) ought to be aware of their rights and duties, as dictated by the Erasmus Student Charter
- All candidates (students and staff) should be fully informed about the application procedure and the required documents, through the Erasmus Office website, before consulting with the corresponding Office
- The application deadlines are inflexible. Application documents will be accepted strictly within the specified deadlines
- All applicants should have acquired the European Insurance Cards
- Applicants with disabilities/special needs should, in advance, notify the involved parties, in order for the facilities availability to be checked

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
G Athine 41	15th of June	15th of October

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

2. University of the Aegean will send its decision within 4 weeks after the deadline provided that the nominated students sent complete application files. The receiving institution will send its decision within 4 weeks after the deadline provided that the nominated students sent complete application files.
3. University of the Aegean will issue the Transcript of Records no later than 5 weeks after the exam period has finished. 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

[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."]

F. Information

1. Grading systems of the institutions

At **P LISBOA03**

Information available at:

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

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grades	definition
8,50-10,00	excellent
6,50-8,49	very good
5,00-6,49	good
0-4,99	fail
<i>N.P.</i>	Non present at the exam

[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.]

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	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-

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

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	20/7	other-visitors
G Athine 41	Erasmus Office +302251036118/36 165	http://www.aegean.gr/aegean/en/mobility_practical_issues.htm

3. Insurance

At P LISBOA03

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.

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:

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	---
G Athine 41	Erasmus Office +302251036118/36 165	http://www.aegean.gr/aegean/en/mobility_practical_issues.htm



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.mobllidade@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 Athine 41	Erasmus Office +302251036118/361 65	http://www.aegean.gr/aegean/en/mobility_practical_issues.htm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	28 FEB. 2014	
G Athine 41	Assoc. Prof. N.A. Soulakellis, Vice Rector	13/02/2014	

⁸Scanned signatures are accepted

