

TECHNOLOGICAL EDUCATION INSTITUTION (TEI) OF STEREA ELLADA School of Engineering Applications	G LAMIA04	Contact person: Spiros Karamitros, ERASMUS Office, 3 rd km Old National Road Lamia-Athens, 35100 Lamia, Greece Tel/Fax: +30 22310-60307, Email: pubintrel@teilam.gr Institutional Coordinator: Asso. Prof. Aphrodite KTENA, 34400 Psahna, Evia, Greece Email: aktena@teihal.gr tel. +302228099606; Fax: +302228099598	www.teihal.gr/erasmus www.teiste.gr/erasmus
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B. Mobility numbers⁵ per academic year

The table below is amended in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Student mobility:

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
P LISBOA03	G LAMIA04	071	Engineering and engineering trades	1 st	2 * 9 (each)	TBD
G LAMIA04	P LISBOA03	071	Engineering and engineering trades	1 st	2 * 5 (each)	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.]

Staff mobility:

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
P LISBOA03	G LAMIA04	071	Engineering and engineering trades	M. Carmo Lança, Rui Igreja * 8h	
G LAMIA04	P LISBOA03	071	Engineering and engineering trades	A.Kanapitsas, C.Tsonos * 8h	
			TBD		S. Karamitros

⁵ 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
G LAMIA04		Greek	English	B2 – English	B2 – 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

G LAMIA04:

TEI of Sterea Ellada has the necessary *infrastructure to welcome students and staff with disabilities*. In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the ERASMUS Office, pubintrel@teilam.gr :

Ms Voula Papavasiliou, Chalkida Campus, papavasiliou@teihal.gr

Mr Spiros Karamitros, Lamia Campus, skaramitros@teilam.gr

E. Calendar

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

Receiving institution	Autumn term *	Spring term *
P LISBOA03	May 31 st	October 31 st
G LAMIA 04	June 1 st	November 15 th

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."]

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>

F. Information

1. Grading systems of the institutions

Information available at:

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

G LAMIA 04:

http://www.teihal.gr/erasmus/en_intro.asp

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	Contact details	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/information-incoming-students-and-other-visitors
G LAMIA 04	ERASMUS Office Tel/Fax: +30 22310-60307 Email: pubintrel@teilam.gr	www.teihal.gr/erasmus www.teilam.gr

3. Insurance

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;

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

Institution	Contact details	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
G LAMIA 04	ERASMUS Office Tel/Fax: +30 22310-60307 Email: pubintrel@teilam.gr	www.teihal.gr/erasmus www.teilam.gr

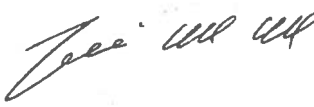
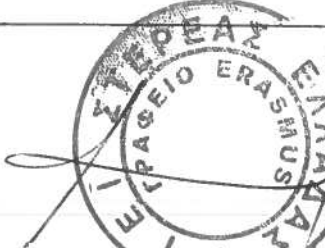
4. Housing

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
G LAMIA 04	ERASMUS Office Tel/Fax: +30 22310-60307 Email: pubintrel@teilam.gr	www.teihal.gr/erasmus www.teilam.gr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	19/03/2014	
G LAMIA 04	Institutional Coordinator, Asso. Prof. Aphrodite Ktena	19/3/2014	

⁷ Scanned signatures are accepted