



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[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. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8; ----- <b>Subject Area Contact:</b> Prof. Maria Ascensão Reis Email: <a href="mailto:amr@fct.unl.pt">amr@fct.unl.pt</a> Tel.: + 351 21 294 83 57 -----	<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> SAE-AM Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.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-sm">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sm</a>
ALMA MATER STUDIORUM – UNIVERSITÀ DI BOLOGNA	I BOLOGNA01	<b>Giovanna Filippini</b> – Head of International Relations  <b>European Mobility Office</b> General Administration – International Relations Division – Via Zamboni 33 – 40126 Bologna Phone: +39 0512088100 Fax: +39 0512086174 E-mail: <a href="mailto:erasmus@unibo.it">erasmus@unibo.it</a> <b>Subject area coordinator:</b> <b>Lorenzo Bertin</b> Phone: +39 051 20 9 0317 Fax: +39 051 20 9 0322 E-mail: <a href="mailto:lorenzo.bertin@unibo.it">lorenzo.bertin@unibo.it</a>	<a href="http://www.unibo.it">www.unibo.it</a>  <a href="http://www.unibo.it/CourseUnits">www.unibo.it/Course Units</a>
[...]			

## B. Mobility numbers<sup>5</sup> per academic year

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. Each party will take this into consideration when organizing students selection.

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  * <i>[total number of months of the study periods or average duration]</i>	
P LISBOA03	I BOLOGNA01	071 (52)	Engineering and Engineering Trades	2 <sup>nd</sup> , 3 <sup>rd</sup>	1 * 6	// (only upon demand case by case)
I BOLOGNA01	P LISBOA03	071	Engineering and	2 <sup>nd</sup> , 3 <sup>rd</sup>	1 * 6	// (only upon demand case by case)

<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>

		(52)	Engineering Trades			case)
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[\*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  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P LISBOA03	I BOLOGNA01	071 (52)	Engineering and Engineering Trades	1 * 2 weeks (8h each week)	---
I BOLOGNA	P LISBOA03	071 (52)	Engineering and Engineering Trades	1 * 2 weeks (8h each week)	---

### 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>	Portuguese and/or English (for	B1	B2

<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>

		cycles)	2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)		
I BOLOGNA01		Italian	English	IT A2 /English B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

**I BOLOGNA01:** For more details on the language of instruction, see the course catalogue: [www.unibo.it/CourseUnits](http://www.unibo.it/CourseUnits)

#### 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.]*

**I BOLOGNA01:** Exchange students will normally be permitted to enter courses at IBOLOGNA01 unless these courses are subject to restricted enrolments.

**I BOLOGNA01** provides a reception service to meet the needs of students and staff with disabilities: [www.unibo.it/DisabledStudents](http://www.unibo.it/DisabledStudents).

#### 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>
I BOLOGNA01	July 31 <sup>st</sup>	December 15 <sup>th</sup>

*[\* 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]*

#### **I BOLOGNA01:**

1. Student nominations must be sent to the following e-mail address:  
[incoming.diri@unibo.it](mailto:incoming.diri@unibo.it)

2. I BOLOGNA01 will send its decision about acceptance to nominated students within five weeks upon receipt of nominations.
3. A Transcript of Records will be issued by I BOLOGNA01 no later than five weeks after student departure.

#### **4. Termination and modification of the agreement**

In case of changes, the partners can amend the agreement (part B) and/or the info sheet data, which form an integral part of the agreement, at one academic year written notice, by sending an email to the institutional contact listed in part A. This means that a unilateral decision to modify the agreement must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1. Only in case of change of part B the drawing up/stipulation of a new agreement is required.

The agreement may be terminated by either side at one academic year written notice by sending an email to the institutional contact listed in part A. This means that a unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1.

The participants already nominated by their home university at the date of notice shall be permitted to complete the program.

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**

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)

### **I BOLOGNA01 :**

#### **1. Grading systems of the institutions**

The ECTS grading tables of I BOLOGNA01 are available at the following page:  
[www.unibo.it/ECTSgradingscale](http://www.unibo.it/ECTSgradingscale)

#### **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:

<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.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a>	<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>

	Tel.: + 351 21 294 78 20/7	
I BOLOGNA01	Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	<a href="http://www.unibo.it/exchangestudents">www.unibo.it/exchangestudents</a>

### **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](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:

**I BOLOGNA01** will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

I BOLOGNA01 students are covered by an accident and third party liability insurance.

I BOLOGNA01 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:

<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.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	
I BOLOGNA01	Incoming Students Office Phone number: +39 051 2088101 e-mail address: <a href="mailto:incoming.diri@unibo.it">incoming.diri@unibo.it</a>	<a href="http://www.unibo.it/exchangestudents">www.unibo.it/exchangestudents</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.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>
I BOLOGNA01	Student Accommodation and Information Service (SAIS) Phone number: +39 051 254423 E-mail address: <a href="mailto:sais@ceur.it">sais@ceur.it</a>	<a href="http://www.sais.ceur.it">www.sais.ceur.it</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	28/03/2014	
I BOLOGNA01	Head of International Relations Dr. Giovanna Filippini	05/02/14	

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