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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details⁴</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| 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. João Rocha de Almeida
| | | Email: Jr@fct.unl.pt
| | | Tel.: +351 21 294 85 80
| | | ----------------------------- | www.unl.pt

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.
B. Mobility numbers\(^5\) 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:**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>I BOLOGNA01</td>
<td>0732 (582)</td>
<td>Building and Civil Engineering</td>
<td>1(^{st}), 2(^{nd})</td>
<td>4 * 9 (each)</td>
</tr>
</tbody>
</table>

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\(^5\) 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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code]</td>
<td></td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>B1</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td></td>
<td></td>
<td>B2</td>
</tr>
</tbody>
</table>

*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*
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

**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.

**E. Calendar**

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

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
<tr>
<td>I BOLOGNA01</td>
<td>July 31st</td>
<td>December 15th</td>
</tr>
</tbody>
</table>

[* 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.dir@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

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

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>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</td>
<td>[link to website]</td>
</tr>
<tr>
<td>I BOLOGNA01</td>
<td>Incoming Students Office; Phone number: +39 051 2088101; e-mail address: <a href="mailto:incoming.dirl@unibo.it">incoming.dirl@unibo.it</a></td>
<td>[link to website]</td>
</tr>
</tbody>
</table>
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%20Esc
olar/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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| P LISBOA03    | Email: div.a.ae.mobilidade@fct.unl.pt  
Tel.: + 351 21 294 78 20/7 |                         |
| I BOLOGNA01   | Incoming Students Office      
Phone number: +39 051 2088101  
e-mail address: incoming.diri@unibo.it | www.unibo.it/exchangestudents |

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| 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-smo |
G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Institutional Coordinator, Prof. José Esteves Pereira</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I BOLOGNA01</td>
<td>Head of International Relations, Dr. Giovanna Filippini</td>
<td>05/02/14</td>
<td></td>
</tr>
</tbody>
</table>

\* Scanned signatures are accepted