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Erasmus+ Programme

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

**Inter-institutional agreement
from 2014/2015 to 2020/2021
between programme countries**

[Minimum requirements]

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	Institutional Contact details (name, address, phone, fax, email) + Other contact relevant to the stipulation of the agreement (if any)	Subject Area Contact details (name, address, phone, fax, email)	Website (eg. of the course catalogue)
ALMA MATER STUDIORUM – UNIVERSITA' DI BOLOGNA	BOLOGNA01	Giovanna Filippini – Head of International Relations European Mobility Office General Administration – International Relations Division - Via Zamboni 33 – 40126 Bologna Phone: +39 0512088100 Fax: +39 0512088174 E-mail: erasmus@unibo.it	Andrea Monti Facoltà di Agraria Phone: +39 051 20 9 6553 Fax: +39 051 20 9 6241 Email: a.monti@unibo.it	www.unibo.it www.unibo.it/CourseUnits
UNIVERSIDADE NOVA DE LISBOA	P LISBOA03	Prof. JOSÉ ESTEVES PEREIRA Campus de Campo de P-1099-065 Lisboa PRT Phone: +351 21 3845207/08, Fax: +351 21 3716821 E-mail: erasmus@uni.pt	Ana Luisa Fernando Faculdade de Ciências e Tecnologia da Universidade Nova de Lisboa - Campus de Caparica - Caparica 2829-516 LISBOA PORTUGALLO Phone: +351 212 948 643 Fax: +351 212 948 643 E-mail: als@fct.unl.pt	http://www.unl.pt/guia/2013/fct/UNL%20UnidadeOrganica_vision?set_language=en

B. Mobility numbers 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	Campus	Study cycle (short cycle, 1st, 2nd or 3rd)	Number of students for studies	
						Total number of students	Months (each) Min. 3 - Max. 12
P LISBOA03	I BOLOGNA01	08 / 620	Agriculture, forestry, fisheries and veterinary	Bologna	2nd 3rd	2	5
I BOLOGNA01	P LISBOA03	08 / 620	Agriculture, forestry, fisheries and veterinary	LISBOA	2nd 3rd	2	5

FROM (Erasmus code of the sending institution)	TO (Erasmus code of the receiving institution)	Subject area code (ISCED)	Subject area name	Campus	Number of staff mobility for Teaching		
					Number of staff members	Duration in weeks (max. 6 weeks)	Number of teaching hours per week (Min. 5)
P LISBOA03	I BOLOGNA01	08 / 620	Agriculture, forestry, fisheries and veterinary	Bologna	1	1	8
I BOLOGNA01	P LISBOA03	08 / 620	Agriculture, forestry, fisheries and veterinary	LISBOA	1	1	8

Termination and modification of the agreement

In case of changes, the partners can amend the agreement (part B) and/or the attached 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/revision 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.

The effective implementation of this agreement is subject to the award of the Erasmus University Charter to each of the participating institutions. Failure to secure a valid Charter by one or both institutions shall result in automatic termination of the agreement.

C. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature ¹
I BOLOGNA01	Giovanna Filippini (Head of International Relations)	20/12/2013	
P LISBOA03	Prof. Doutor José ESTEVES PEREIRA VICE-RECTOR	28 FEB. 2014	

In attachment: Bologna and partner info sheet

¹ Scanned signatures are accepted

BOLOGNA INFO SHEET

Institution: Alma Mater Studiorum - Università di Bologna **Country:** Italy

Erasmus code: IBOLOGNA 01

Website: www.unibo.it

Head of Institution: Prof. Ivano Dionigi (Rector)

LLP/ERASMUS Institutional Coordinator: Prof. Carla Salvaterra (Vice-Rector)

International Relations: Dr. Giovanna Filippini (Head)

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I BOLOGNA01		Italian	English	Italian A2 English B1	

For more details on the language of instruction, see the course catalogue: www.unibo.it/CourseUnits

Additional requirements

Exchange students will normally be permitted to enter courses at I BOLOGNA01 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.

Calendar

1. Student nominations and applications must reach I BOLOGNA01 by:

Nomination		Application	
Autumn term* [day/month]	Spring term* [day/month]	Autumn term* [day/month]	Spring term* [day/month]
31 July	15 December	////	////

Student nominations must be sent to the following e-mail address: 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.

Information

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

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

3. Insurance

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:

Contact details (email, phone)	Website for information
Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

4. Housing

I BOLOGNA01 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:

Contact details (email, phone)	Website for Information
Student Accommodation and Information Service (SAIS) Phone number: +39 051 254423 E-mail address: sais@ceur.it	www.sais.ceur.it

PARTNER INFO SHEET

Institution: UNIVERSIDADE NOVA DE LISBOA FACULDADE DE CIÊNCIAS E TECNOLOGIA

Country: Portugal

Erasmus code: P LISBOA03

Website: www.unl.pt

<http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms>

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:

Optional: Subject area	Language of Instruction 1	Language of Instruction 2	Recommended language of instruction level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
	Portuguese (for 1st cycle)	Portuguese and/or English (for 2nd and 3rd cycles)	B1	B2

For more details on the language of instruction, see the course catalogue:

<http://www.unl.pt/quia/2013/fct>

Additional requirements

Calendar

1. Student nominations and applications must reach P LISBOA03 by:

Nomination		Application	
Autumn term* [day/month]	Spring term* [day/month]	Autumn term* [day/month]	Spring term* [day/month]
31 May	31 October	31 May	31 October

Notes:

On line nomination system: No

Divisão Académica - Secção de Apoio ao Estudante - Acolhimento e Mobilidade
 Faculdade de Ciências e Tecnologia / UNL
 Campus da Caparica
 2829-516 Caparica, PORTUGAL
 Telf.: 00 351 21 294 78 20/7
 E-mail: div.a.ae.mobilidade@fct.unl.pt
<http://www.fct.unl.pt/estudante/acolhimento-e-mobilidade>

2. P LISBOA03 will send its decision about acceptance to I BOLOGNA01 within 5 weeks starting from receipt of complete student application documents.

3. A Transcript of Records will be issued by P LISBOA03 no later than 5 weeks after the assessment period has finished at the receiving HEI.

Information

1. Grading systems of the Institutions

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

2. Visa

P LISBOA03 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:

Contact details (email, phone)	Website for information
Email: div.a.ac.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

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/GeneraII.apoloIcSegurinos_018.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.

4. Housing

P LISBOA03 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

Contact details (email, phone)	Website for information
Email: div.a.ac.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

5. Further Information