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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. Cristina Costa, Email: mcoc@fct.unl.pt Tel.: + 351 21 294 96 63 ----- Administrative contact: SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7 | www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms |

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.

| | | | |
|--|------------|---|---|
| UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA | I MODENA01 | Institutional Coordinator : Email: studentmobility@unimore.it Tel.: tel: 059 205 6568/6571/6576 ----- Subject Area Contact: Dr. Giulia Di Rocco, Email: giulia.dirocco@unimore.it Tel.: +390592055045 ----- Administrative contact: Office student mobility: tel: 059 205 6568/6571/6576 e-mail: studentmobility@unimore.it | http://www.unimore.it/international/mobilita.html |
| [...] | | | |

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.]. **I MODENA01** by no later than the end November.

Student mobility:

| 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 [total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
| P LISBOA03 | I MODENA01 | 0512 | Biology and Biochemistry | 1 st , 2 nd | 2 * 6 (each) | TBD |
| I MODENA01 | P LISBOA03 | 0512 | Biology and Biochemistry | 1 st , 2 nd | 2 * 6 (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 | Subject | Number of staff mobility periods |
|------|----|---------|---------|----------------------------------|
|------|----|---------|---------|----------------------------------|

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>)

| [Erasmus code of the sending institution] | [Erasmus code of the receiving institution] | <i>area code</i> * [ISCED] | <i>area name</i> * | Staff Mobility for Teaching [total number of days of teaching periods or average duration *] | <i>Staff Mobility for Training</i> * |
|---|---|----------------------------------|--------------------------|---|---|
| P LISBOA03 | I MODENA01 | 0512 | Biology and Biochemistry | 1 x 5 days | |
| | | | Chemistry Department | | 1 x 5 days |
| I MODENA01 | P LISBOA03 | 0512 | Biology and Biochemistry | 1 x 5 days | |
| | | | Chemistry Department | | 1 x 5 days |

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] | <i>Optional: Subject area</i> | 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 |
| I MODENA01 | | Italian (for 1 st cycles) | Italian and/or English (for 2 nd and 3 rd cycles) | Italian B1 | English B2 |

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

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>

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.]

AT I MODENA01 - The University of Modena and Reggio Emilia has a Disabled People's Service (<http://www.unimore.it/servizistudenti/disabili.html>) who works in the two campuses to attend to the needs of the university population with disabilities, taking into account each person's individual circumstances.

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 |
| I MODENA01 | June | November |

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

2. The receiving institution will send its decision within [4] weeks (minimum).

I MODENA01 will send its decision within **8** weeks.

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."]

F. Information

1. Grading systems of the institutions

Please click:

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

I MODENA01 - Marks awarded at Italian universities are on a scale from 18 to 30 scale (30 being the highest vote/18 the lowest). If the mark is not over 18 then the exam performance is considered unsatisfactory so no grade is written on the university student's record book. A certain number of credits are awarded for each examination. One ECTS credit in the Italian system corresponds to 25 working hours, taking account of all types of activity required (lessons, seminars, individual or group study, etc.). So 1 CFU (Credito Formativo Universitario) is equivalent to 1 ECTS credit. Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at <http://www.unimore.it/international/ects.html>.

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 20/7 | http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors |
| I MODENA01 | Email: studentmobility@unimore.it Tel: 059 205 6568/6571/6576 | http://www.unimore.it/international/mobilita.html |

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_apo_liceSegAlunos_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 [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 | |
| I MODENA01 | Email: studentmobility@unimore.it Tel: 059 205 6568/6571/6576 | http://www.direzionelegale.unimore.it/site/home/assicurazioni.html |

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 |
| I MODENA01 | Email: studentmobility@unimore.it Tel: 059 205 6568/6571/6576 | http://www.unimore.it/servizistudenti/alloggi.html |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁷ |
|----------------------------------|---|--------------|--|
| P LISBOA03 | Institutional Coordinator, Prof. José Esteves Pereira | 09 JAN. 2014 |  |
| I MODENA01 | Prof. Angelo O. ANDRISANO Rettore | 20/12/2013 |  |

⁷ Scanned signatures are accepted