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# 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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> (email, phone)	<b>Website</b> (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. Isabel L. Nunes, Email: <a href="mailto:imn@fct.unl.pt">imn@fct.unl.pt</a> Tel.: +351 212 948 567 -----	<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.

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		<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-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
UNIVERSITA' DEGLI STUDI ROMA TRE	I ROMA16	European Student Mobility Programmes <a href="mailto:erasmus.agreements@uniroma3.it">erasmus.agreements@uniroma3.it</a> ph: +390657332746 fax: +390657332330 Via Ostiense 159 00154 Roma - Italia	<a href="http://www.uniroma3.it">www.uniroma3.it</a> <a href="https://portalestudentes3.uniroma3.it/esse3/Home.do">https://portalestudentes3.uniroma3.it/esse3/Home.do</a> <a href="http://www.uniroma3.it/offerta13.php">http://www.uniroma3.it/offerta13.php</a>
Erasmus departmental Coordinators:		<b>INGEGNERIA MECCANICA</b> Prof.ssa Ornella Chiavola Dipartimento di Ingegneria Via della Vasca Navale 84 Tel. 0657333299 Fax: e-mail: <a href="mailto:ornella.chiavola@uniroma3.it">ornella.chiavola@uniroma3.it</a>	
		<b>INGEGNERIA INFORMATICA</b> Dott.ssa Ludovica ADACHER Via della Vasca Navale 84, Tel. 0657333318 e-mail: <a href="mailto:adacher@die.uniroma3.it">adacher@die.uniroma3.it</a>	

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**B. Mobility numbers<sup>5</sup> 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**

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 <i>(Total number of months of the study periods or average duration<sup>5</sup>)</i>	Student Mobility for Traineeship
P LISBOA03	I ROMA16	072	072 Manufacturing and processing	2 <sup>nd</sup>	1*6 months	Only by individual agreement
		0715	0715 Mechanics and metal trades	2 <sup>nd</sup>	1*6 months	Only by individual agreement
I ROMA16	P LISBOA03	072	072 Manufacturing and processing	2 <sup>nd</sup>	1*6 months	Only by individual agreement
		0715	0715 Mechanics and metal trades	2 <sup>nd</sup>	1*6 months	Only by individual agreement

*[\*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 <i>(Total number of days of teaching periods or average duration<sup>5</sup>)</i>	Staff Mobility for Training

<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>)

available duration *					
P LISBOA03	I ROMA16	07	07 Engineering, manufacturing and construction	8h * Isabel Nunes	Only by individual agreement
I ROMA16	P LISBOA03	07	07 Engineering, manufacturing and construction	8h Tbd	Only by individual agreement

### 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> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
I ROMA16		Italian		B1	B2

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

<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>

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#### 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 ROMA16:**

Students with disabilities Office: <http://host.uniroma3.it/uffici/accoglienzadisabili>

#### 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*	October 31 <sup>st</sup>
I ROMA 16	June 15 <sup>th</sup>	November 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 ROMA16:**

2. The receiving institution will send its decision within 6 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.
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**

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 ROMA16:

The credits mentioned in Roma Tre transcripts are equal to ECTS. One credit represents 25 hours of study, with one full time academic year consisting of 60 ECTS credits. The grading system used at the University Roma Tre is the national grading system:

- Passing grades for each exam or learning activity can range from 18 to 30. The highest possible grade is 30 e lode (30L). For some exams and activities there is no grade, but only "pass" (IDONEO).
- Graduation grades can range from 66 to 110. The highest possible grade is 110/110 with honours. The final graduation mark depends on the average of exams grades and the academic value of the thesis and of its defense; the latter is evaluated by a commission of members of the Faculty.

More information can be found at the web-site:  
<http://www.cimea.it/default.aspx?IDC=135>.

Statistical distribution of grades can be found at the following link:  
[http://europa.uniroma3.it/relint\\_nuovo/sito\\_2005/view.asp?id=199](http://europa.uniroma3.it/relint_nuovo/sito_2005/view.asp?id=199)

### **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>	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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[Erasmus code]		
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/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>
I ROMA16	<a href="mailto:incoming.students@uniroma3.it">incoming.students@uniroma3.it</a> ph: +390657332329/328 fax: +390657332330	<a href="http://europa.uniroma3.it/relint_nuovo/sito_2005/view.asp?id=224">http://europa.uniroma3.it/relint_nuovo/sito_2005/view.asp?id=224</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%20Escarlar/Generali\\_apoliceSegAlunos\\_013.pdf](http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escarlar/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 [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	
I ROMA16	<a href="mailto:incoming.students@uniroma3.it">incoming.students@uniroma3.it</a> ph: +390657332329/328 fax: +390657332330	<a href="http://europa.uniroma3.it/progeustud">http://europa.uniroma3.it/progeustud</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.ge.mobllidade@fct.unl.pt">div.a.ge.mobllidade@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 ROMA 16	<a href="mailto:erasmus@cts.it">erasmus@cts.it</a>  ph. +39 06 44111517	<a href="http://europa.uniroma3.it/relint_nuovo/sito_2005/vi_ew.asp?id=228">http://europa.uniroma3.it/relint_nuovo/sito_2005/vi_ew.asp?id=228</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 Perelra	24 JAN 2014	
I ROMA16	Prof. Luca Pletromarchi  Erasmus Institutional Coordinator	17/01/2014	



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