



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1 Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

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The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year*
Start of validity	[2022/2023]
End of validity	[2027/2028]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
<p>UNIVERSIDADE NOVA DE LISBOA (NOVA University Lisbon)</p> <p>This agreement corresponds to the School/Faculty:</p> <p>Faculdade de Ciências e Tecnologia (NOVA School of Science and Technology)</p>	P LISBOA03	<p>Vice-Rector for International Development: Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8</p> <p>-----</p> <p>Subject Area Contact: Mechanical Engineering Erasmus Coordinator Email: demi.coord.era.em@fct.unl.pt Tel.: +351 21 294 83 00</p> <p>-----</p> <p>Administrative contact: International Relations Division Email: div.ri.agreements@fct.unl.pt div.ri.outgoing@fct.unl.pt div.ri.incoming@fct.unl.pt Tel: + 351 21 294 78 20/7</p>	<p>www.unl.pt</p> <p>https://www.fct.unl.pt/en/international/incoming-students-mobilities</p>
<p>Ecole Nationale Supérieure des Mines de Saint-Etienne</p> <p>This agreement corresponds to the School/Faculty: overall</p>	F ST-ETIE06	<p>Contact persons: Florence GRANGER Directrice du Développement international granger@emse.fr Agnès DUC EMERAT Institutional ERASMUS Coordinator emeriat@emse.fr +33 4 77 42 00 61 Stéphane AVRIL Professeur/CIS avril@emse.fr</p>	<p>https://www.mines-stetienne.fr/en/academics/</p>

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ per 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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
P LISBOA03	F ST-ETIE06	0715	Mechanics and Metal Trades	2 nd /3 rd	2	12 (6 months each)	To be determined upon individual request	To be determined upon individual request
F ST-ETIE06	P LISBOA03	0715	Mechanics and Metal Trades	2 nd /3 rd	2	12 (6 months each)	To be determined upon individual request	To be determined upon individual request

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

P LISBOA03	F ST-ETIE06	0715	Mechanics and Metal Trades	5	5	To be determined upon individual request	To be determined upon individual request
F ST-ETIE06	P LISBOA03	0715	Mechanics and Metal Trades	5	5	To be determined upon individual request	To be determined upon individual request

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 ⁴	
				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)	<u>Required:</u> A2 – Portuguese or B1 – English	B2
F ST-ETIE06		French (for 1 st cycles)	French and/or English (for 2 nd and 3 rd cycles)	<u>Required:</u> B1 – French or B1 – English	B2

⁴ 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. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	31 st May	31 st October
F ST-ETIE06	15 April	01 November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P LISBOA03	30 th June	30 th November
F ST-ETIE06	30 April	15 November

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities
F ST-ETIE06	https://www.mines-stetienne.fr/en/international/application-form-incoming-students/ Narjis Kournif International incoming student coordinator +33477499721 incoming@mines-stetienne.fr	https://www.mines-stetienne.fr/en/academics/

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
P LISBOA03	Transcript of Records	- List of successfully completed courses - Number of ECTS credits completed	https://www.fct.unl.pt/en/international/incoming-students-mobilities
F ST-ETIE06	CV Motivation letter Transcript of records Proposal of a first learning agreement Number of ECTS completed: 180		

The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
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P LISBOA03	- Reduced mobility - Hearing impairments - Visual impairments	All facilities are accessible for wheelchair. Students with reduced mobility are placed in ground floor classrooms. For students with hearing impairments sign language is available whenever possible For visually impaired students' adaptative equipment is available whenever possible.	div.ri.incoming@fct.unl.pt +351 21 294 78 27	www.fct.unl.pt
F ST-ETIE06	- Reduced mobility - Hearing impairments		Hélène Pangot Préfète des études / référente handicap helene.pangot@mines-stetienne.fr Tél. : +33 4 77 49 97 20	https://www.mines-stetienne.fr/lecole/autonomie-handicap/

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
P LISBOA03	- Reduced mobility - Hearing impairments - Visual impairments	The Student's Union (Buddies) Psychological Counselling Service	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities

F ST-ETIE06				
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F. Information

1. 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	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities
F ST-ETIE06	Saint-Etienne: +33(0)4 77 42 93 00 ou +33 (0)4 77 42 01 83 Gardanne: +33 (0)4 42 61 66 00	Saint-Etienne: https://www.me-mines-saint-etienne.org/ Gardanne : https://www.mines-stetienne.fr/campus/campus-georges-charpak-provence/

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities

F ST-ETIE06	Agnès DUC EMERIAT Institutional ERASMUS Coordinator emeriat@emse.fr +33 4 77 42 00 61	https://www.mines-stetienne.fr/en/academics/visa-requirements/ and https://france-visas.gouv.fr/web/france-visas/visa-de-long-sejour
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3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	div.ri.incoming@fct.unl.pt +351 21 294 78 27	https://www.fct.unl.pt/en/international/incoming-students-mobilities All students enrolled in P LISBOA03 are covered by an accident and third-party liability insurance. It is mandatory that Mobility Students and Staff bring: - European Health Insurance Card for medical assistance (just for people from the European Union's 28 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad; - Insurance Health for visitors outside European Union.
F ST-ETIE06	Agnès DUC EMERIAT Institutional ERASMUS Coordinator emeriat@emse.fr +33 4 77 42 00 61	https://www.mines-stetienne.fr/en/academics/visa-requirements/ It is mandatory that Mobility Students and Staff bring: - European Health Insurance Card for medical assistance (just for people from the European Union's 28 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad; - their own third-party liability insurance

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information :	Contact details (email, phone)	Website for information
P LISBOA03	ECTS and Grading System	div.ri.incoming@fct.unl.pt +351 21 294 78 27	http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf
F ST-ETIE06	ECTS and Grading System		

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.


Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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."

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁵
P LISBOA03	Vice-Rector for International Development Prof. João Amaro de Matos	[Assinatura Qualificada] João Manuel Gonçalves Amaro de Matos	Assinado de forma digital por [Assinatura Qualificada] João Manuel Gonçalves Amaro de Matos Dados: 2022.12.21 11:09:19 Z

⁵ Scanned signatures are accepted

F ST-ETIE06	Florence GRANGER Directrice du Développement international	15/12/20 22	
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This inter-institutional agreement remains valid until 2022-2023. After this period, both Institutions shall digitally renew the agreement in the EWP Erasmus+ Dashboard.