



Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21]¹ between programme countries

[Minimum requirements]²

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 ³ (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. António Paulo Brandão Moniz de Jesus Email: abm@fct.unl.pt Tel.: + 351 21 294 83 00 ----- 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-orientation-and-mobility/students-mobility-study-sms
ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS	LT KAUNAS10	Head of International Studies Agnė Perėdnė agne.peredne@ism.lt International Studies Department Arkliu str. 18 LT-01305, Vilnius LITHUANIA Tel. +370 5 2499099	www.ism.lt/exchangestudents

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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.

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	LT KAUNAS10	041	Business and Administration	3 rd	1*5	TBD
LT KAUNAS10	P LISBOA03	041	Business and Administration	3 rd	1*5	TBD

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 [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
P LISBOA03	LT KAUNAS10	041	Business and Administration	To be determined: will be agreed on upon request if there is a mutual interest.	To be determined: will be agreed on upon request if there is a mutual interest.
LT KAUNAS10	P LISBOA03	041	Business and Administration	To be determined: will be agreed on upon request if there is a mutual interest.	To be determined: will be agreed on upon request if there is a mutual interest.

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:

⁴ 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>

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				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
LT KAUNAS10		English		B2	C1

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

D. Additional requirements

none

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
LT KAUNAS10	May 1 st (nominations) June 1 st (online application and documents)	November 1 st (nominations) December 1 st (online application and documents)

[* 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]
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."]

⁵ 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>

F. Information

1. Grading systems of the institutions

At P LISBOA03: Information available at: http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

At LT KAUNAS10: <http://www.ism.lt/courselist>

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
LT KAUNAS10	Ms. Lina Vaicekauskaitė, Incoming Students Coordinator lina.vaicekauskaitė@ism.lt Tel. +370 5 2499099	http://www.ism.lt/migration

3. Insurance

At P LISBOA03

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_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: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---
LT KAUNAS10	Ms. Lina Vaicekauskaitė, Incoming Students Coordinator lina.vaicekauskaitė@ism.lt Tel. +370 5 2499099	http://www.ism.lt/dailylifeinlithuania



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
LT KAUNAS10	accommodation@ism.lt	http://www.ism.lt/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	27 JAN. 2014	
LT KAUNAS10	Agnė Perednė Head of International Studies Department	22 JAN 2014	

⁶ Scanned signatures are accepted

