



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 between programme countries

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 (email, phone)	Website (eg. of the course catalogue)
Universitetet i Bergen Department of Geography	N BERGEN01 Administrative Coordinator Department of Geography: Grethe Meling Tel.: + 47 55 58 30 73 E-mail: post@geog.uib.no Subject Area Contact: Prof. Pål Davidsen Tel.: + 47 55 58 41 34 E-mail: Pal.Davidsen@geog.uib.no Institutional Coordinator: Kristin Torp Skogedal, Division of Student Affairs, P.O.Box 7800, 5020 Bergen, Norway; Tel. +47 55 58 90 26 E-mail: Kristin.skogedal@adm.uib.no Incoming Erasmus students: Exchange-students@uib.no	Course Catalogue: http://www.uib.no/en/education/50052/courses-exchange-students	
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. Maria Paula Antunes Email: mpa@fct.unl.pt Tel.: + 351 21 294 83 00	www.unl.pt	

	Administrative contact: SAE-AM 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
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B. Mobility numbers 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.]

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 *
N BERGEN01	P LISBOA03	0521	Environmental Sciences	1 st , 2 nd	3 x 5 (15)	none
P LISBOA03	N BERGEN01	0521	Environmental Sciences	1 st , 2 nd	3 x 5 (15)	none

[*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.]

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 *
N BERGEN01	P LISBOA03	0521	Environmental Sciences	TBD * 8h * 1 week	Requires separate agreement
P LISBOA03	N BERGEN01	0521	Environmental Sciences	TBD * 8h * 1 week	

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
N BERGEN01		English	Norwegian	B1 No certificate required for admission	English OR Norwegian: B2 is recommended.
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2

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

N BERGEN01:

An Introductory Programme is offered for all international students. Throughout the Introductory Programme students will be introduced to different aspects of being a student in Bergen and Norway through practical information and entertaining lectures:

<http://www.uib.no/en/education/62799/practical-information>

Language courses: the University of Bergen offers Norwegian Language Courses to non-native speakers of Norwegian. <http://www.uib.no/en/education/48852/norwegian-language-courses-agreement-and-programme-students>

The University of Bergen welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please contact the coordinator at the Faculty of Social Sciences, Hilde.Rognas@svfa.uib.no

All exchange students coming to the University of Bergen must have completed one year of full time studies, equal to 60 ECTS credits, at their home institution before arrival in Bergen. This must be documented in their exchange application to the University of Bergen: <http://www.uib.no/en/education/48959/erasmus#documentation>.

E. Calendar

- Partner nominations and student applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
N BERGEN01	15 MAY	15 OCTOBER
P LISBOA03	May 31 st	October 31 st

N BERGEN01:

- The receiving institution will send its decision within 4-6 weeks.
- All students at the University of Bergen must order their own transcripts of records online by logging on to our electronic student system StudentWeb. Results are available 3-4 weeks after the examination date.

P LISBOA03:

- The receiving institution will send its decision within 4 weeks (minimum).
- 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

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. 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

N BERGEN01:

Credit system and grading:

According to the International Education Credit Transfer System (ECTS), 60 "studiepoeng" is equivalent to 1 year of normal study for a full-time student, i.e. 60 ECTS credits. The full-time workload for one academic year is 1500 – 1800 hours of study / 60 "studiepoeng".

The grading scale is explained briefly in the following table. For some programs, the criteria for determining each grade may be described in more detail. This explanation may be even more specific for some subjects.

Symbol	Description	General, qualitative description of valuation criteria
A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.
B	Very good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
D	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

Statistical distribution of grades given at the Faculty of Social Sciences (2012)

A	B	C	D	E	F
11,52%	28,19%	33,64%	16,16%	6,00%	4,49%

P LISBOA03

Information available at:

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

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
N BERGEN01	Exchange-students@uib.no	http://www.uib.no/en/education/48926/residence-permit

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
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3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound 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
N BERGEN01	Exchange-students@uib.no	http://www.uib.no/en/education/49499/finances-and-insurance
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

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.



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
N BERGEN01	Exchange-students@uib.no	http://www.uib.no/education/practical-information/prospective-students/student-accommodation The application period: Autumn semester: 1 April–15 May. Spring semester: 1 Oct.–1 Nov.
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
N BERGEN01	Institutional Coordinator: Kristin Torp Skogedal	27/5/2014	
P LISBOA03	Institutional Coordinator Prof. José Esteves Pereira	27/05/2014	

¹ Scanned signatures are accepted