



Erasmus+ Programme

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

Inter-institutional¹ agreement 2020-20[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	Vice-Rector for International Development: Prof. João Amaro de Matos Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Maria Manuel Martinho Sequeira Barata Marques, Email: mshbm@fct.unl.pt Tel.: 00351212949621 -----	www.unl.pt

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.

		Administrative contact: SAM 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
Université de Strasbourg	F STRASBO48	Erasmus Institutional Coordinator : Sandra REBEL Coordinatrice Institutionnelle Erasmus+ Direction des relations Internationales Maison Universitaire Internationale 11, Presqu'île Malraux F-67100 STRASBOURG sandra.rebel@unistra.fr +33 3 68 85 65 13 Administrative contact: Emilie ROOS dri-erasmusagreement@unistra.fr +33 3 68 85 68 71 Departmental coordinator: Pascal DIDIER pascal.didier@unistra.fr	www.unistra.fr

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.]

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	F STRASBO48	0531	Chemistry	2 nd	1 student x 6 months = 6 months	TBD
				3 rd	3 students x 6 months = 18 months	-
F STRASBO48	P LISBOA03	0531	Chemistry	2 nd	1 student x 6 months = 6 months	1 student x 6 months = 6 months
				3 rd	2 students x 6 months = 12 months	-

[*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

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>)

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 *]</i>	Staff Mobility for Training *
P LISBOA03	F STRASBO48	0531	Chemistry	3 days (8 h)	TBD
F STRASBO48	P LISBOA03	0531	Chemistry	3 days (8 h)	-

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 ^a	
				Student Mobility for Studies <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	Required: A2 – Portuguese or B1 – English	B2
F STRASBO48		French (for 1 st cycles)	English (for 2 nd and 3 rd cycles)	A2 – French and 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].

D. Additional requirements

^a 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>

[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.]

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*
F STRASBO48	See annex which is an integral part of this agreement	

[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

Either party may terminate this Agreement by giving the other written notice before the start of an Academic Year which shall expire no earlier than the end of that Academic Year. 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

P LISBOA03 Information available at:

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

F STRASBO48: See annex which is an integral part of this agreement

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	https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
F STRASBO48	See annex which is an integral part of this agreement	

3. Insurance

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.

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	https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
F STRASBO48	See annex which is an integral part of this agreement	

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

F STRASBO48	See annex which is an integral part of this agreement
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
P LISBOA03	Vice-Rector for International Development Prof. João Amaro de Matos	20/12/ 2019	 
F STRASBO48	Sandra REBEL Erasmus+ Institutional Coordinator	02/12/2019	Sandra REBEL Coordinatrice Institutionnelle Erasmus+ Direction des Relations Internationales Université de Strasbourg  

¹ Scanned signatures are accepted

1. Institutional information

1.1. Institutional details

Name of the Institution	Université de Strasbourg
Erasmus Code	F STRAS048
EUC	28312-EPP-1-2014-1-FR-EPPKA3-ECHE
Institution website	http://www.unistra.fr
Online course catalogue	http://www.unistra.fr/index.php?id=18506 Click on « le catalogue de cours et la grille de notation de l'Université de Strasbourg »

1.2. Main contacts

Erasmus Institutional Coordinator	Mrs Sandra REBEL dr-erasmus-mobilite@unistra.fr +33 3 68 85 65 13
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Teaching Staff – Staff Training – Placements

<p>For all faculties International Central Office 22, Rue René Descartes 67084 Strasbourg Cedex</p>	
<p>Teaching Staff (STA) (outgoing & incoming) Staff Training (STT) (outgoing & incoming) Placements (outgoing)</p>	<p>Mrs Ophélie Converset converset@unistra.fr +33 3 68 85 66 13</p>

Student mobility for Studies, Inter-Institutional Agreements and Housing

<p>For EM Strasbourg Business School / Ecole de Management Strasbourg International Office 61, Avenue de la Forêt Noire 67085 Strasbourg Cedex www.em-strasbourg.eu</p>	
Bilateral agreements	<p>Mrs Stéphanie Stehli stephanie.stehli@em-strasbourg.eu +33 3 68 85 83 61</p> <p>Mrs Kelly Wonnacott-Elle kelly.wonnacott-elle@em-strasbourg.eu +33 3 68 85 82 47</p>
Outgoing Students	<p>sri-outgoing@em-strasbourg.eu +33 3 68 85 67 76</p>
Incoming Students and Housing	<p>sri-incoming@em-strasbourg.eu +33 3 68 85 67 76</p>

<p>For Faculty of Law / Faculté de Droit International Office 1, Place d'Athènes B.P. 66 67045 Strasbourg Cedex http://droit.unistra.fr/International/etudiants-en-programme-dechange-incoming-exchange-students/</p>	
Bilateral agreements	<p>Mrs Aurore MERCY droit-erasmus@unistra.fr</p>
Incoming Students and Housing	
Outgoing Students	

<p>For Sciences Po Strasbourg / Sciences Po Strasbourg International Office 47, Avenue de la Forêt Noire 67082 Strasbourg Cedex http://www.sciencespo-strasbourg.fr/international/venir-etudier-a-sciences-po-strasbourg/</p>	
Bilateral agreements	<p>Mrs Fabienne GOETZ-RICOU f.goetzricou@unistra.fr +33 3 68 85 81 06</p>
Outgoing Students	
Incoming Students and Housing	<p>Mrs Michelle BENOIT michelle.benoit@unistra.fr +33 3 68 85 81 05</p>

<p>For IUT Robert Schuman International Office 72, Route du Rhin CS 10315 67411 Illkirch http://iutrs.unistra.fr</p>	
<p>Bilateral agreements Outgoing Students Incoming Students and Housing</p>	<p>Mrs Hélène ASSOULINE iutrs-ri@unistra.fr + 33 3 68 85 71 26</p>
	<p>Mrs Sylvie DEBS iutrs-ri@unistra.fr +33 3 68 85 89 00</p>
	<p>Mrs Maité LUDWIG iutrs-ri@unistra.fr +33 3 68 85 83 31</p>

<u>For Faculty of Life Sciences / Faculté des Sciences de la Vie</u> 28, Rue Goethe 67000 Strasbourg http://sciencesvie.u-strasbg.fr	
Outgoing Students (NB: for Bilateral Agreements and Incoming Students and Housing, see the contacts below "for all others faculties")	Mrs Frédérique MONTEIL frederique.monteil@unistra.fr +33 3 68 85 19 75

<u>For all others faculties</u> International Central Office 22, Rue René Descartes 67084 Strasbourg cedex	
Bilateral agreements	dri-erasmusagreement@unistra.fr
Outgoing Students	Mrs Adèle RICHARD dri-erasmus-etudes@unistra.fr +33 3 68 85 60 03
Incoming Students	Mrs Pascale RANSON dri-erasmus-incoming@unistra.fr +33 3 68 85 63 82
Housing for incoming students	Mrs Séverine CENSI scensl@unistra.fr +33 3 68 85 60 02
Transcripts of records	Please forward them directly to the concerned departmental coordinator.

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Faculty	Subject area (non exhaustive list)	Language(s) of instruction	Recommended language of instruction level ^a
Staff Mobility for Teaching	Any	Any	French/English	B2
	Faculté des Arts - Département Arts visuels - Département des Arts du spectacle	021 - Arts 0211 - Audio-visual techniques and media production	French	C1
	ITIRI	023 - Languages	French	C1
	Faculté de Droit	0421 - Law	French	C1
Student Mobility for studies	CEIPI	0421 - Law	French	B2
	EM Strasbourg	041 - Business and administration	French/English	
	FDL/Etudes allemandes	023 - Languages	French	
	Faculté de Médecine	0912 - Medicine	French	
	Faculté de Philosophie	0223 - Philosophy and ethics	French	
	Faculté des Lettres	023 - Languages	French	
	Faculté des Sciences du Sport	1014-Sports	French	
	Faculté des Sciences Historiques	0222 - History and archaeology	French	
	Faculté des Sciences Sociales	031 - Social and behavioural sciences	French	
	EOST	0532 - Earth sciences	- Bachelor: French B2 - Master in Earth Sciences and Engineering Degree Course in Geophysics : English or French B2 depending on the teaching units. For the contact with schooling a minimum level French B1 read is strongly recommended.	B2
IEP	0312 - Political sciences and civics 0311 - Economics 0314 - Sociology and cultural studies 0421 - Law	French (level B2 only required for the double degrees with Frankfurt, Kraków and Brussels) English		
IUT Robert Schuman	032 - Journalism and information 041 - Business and administration 0531 - Chemistry 061 - Information and Communication	French		

		Technology 0732 - Building and civil engineering		
	IUT Louis Pasteur	0413 - Management and administration 0511: Biology 0533: Physics 0710: Engineering and engineering trades	French	
	LASTUS (ESST)	010 - Services 031 - Social and behavioural sciences	English (TOEFL, IELTS)	
	Télécom Physique Strasbourg	0530 - Physical sciences	French	
	Other faculties	Any	French/English	B1

* Level according to Common European Framework of Reference for Languages (CEFR), see the link below;
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

Additional requirements

To facilitate the integration of incoming students, the University of Strasbourg offers a buddy system. We also organize a welcome session at the beginning of each semester to give the incoming students all the practical information for a successful installation in Strasbourg. Moreover, cultural tours and activities are offered to incoming students throughout the academic year.

Unistra also offers different devices to allow students to improve their level of French. (<http://www.unistra.fr/Index.php?id=18509>)

The University of Strasbourg welcomes students and staff with disabilities. We have two specific structures to help students and staff with disabilities.

2.2. Calendar

2.2.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

For EM Strasbourg	Autumn term	End of May
	Spring term	End of October
For all others faculties	Autumn term	Mid May
	Spring term	End of October

2.2.2. Decision Response

We will send our decision within 4 weeks.

2.2.3. Transcript of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution. It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines.

2.2.4. Termination of Agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."**

3. Additional information

3.1. Grading system

A description of the institutional grading system for our schools and faculties can be viewed by

- clicking on <http://www.unistra.fr/index.php?id=18506>
- selecting **le catalogue de cours et la grille de notation de l'Université de Strasbourg**

It is recommended that each institution provides the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.)

3.2. Visa

Our Institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/
Faculty of Law	Mrs Aurore MERCY (see details above)	http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students/
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	http://www.en.unistra.fr/index.php?id=21696
IUT Robert Schuman	Mrs Maité LUDWIG and Mrs Hélène ASSOULINE (see details above)	
All other faculties	Mrs Pascale RANSON (see details above)	

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/
Faculty of Law	Mrs Aurore MERCY (see details above)	http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students/
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	http://www.en.unistra.fr/index.php?id=21696
IUT Robert Schuman	Mrs Maité LUDWIG and Mrs Hélène ASSOULINE (see details above)	
All other faculties	Mrs Pascale RANSON (see details above)	

3.4. Housing

Our institution will guide incoming student/staff 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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www-english.em-strasbourg.eu/exchange-programmes/prepare-your-trip/
Faculty of Law	Mrs Aurore MERCY (see details above)	http://droit.unistra.fr/en/international/etudiants-en-programme-dechange-incoming-exchange-students
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	The IEP has a quota of about 50 rooms in Halls of Residence. They are apportioned on a first come first served basis. Application forms are sent by email to students.
IUT Robert Schuman	Mrs Maité LUDWIG and Mrs Hélène ASSOULINE (see details above)	http://www.unistra.fr/index.php?id=18509#c83593
All other faculties	Mrs Séverine CENSI (see details above)	

