



Erasmus+ Programme

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

Addendum to Inter-institutional¹ agreement 2019-20[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 details⁴ (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. Ana Paula Silva Email: apfs@fct.unl.pt Tel.: + 351 21 294 83 00	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.

		<p>-----</p> <p>Administrative contact: SAM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7</p>	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
<p>Universitatea Tehnica de Constructii Bucuresti – UTCB</p> <p>Technical University of Civil Engineering Bucharest</p> <p>Faculty of Railways, Roads and Bridges</p>	RO BUCURES08	<p><u>For questions related to the international affairs policy and institutional cooperation</u> Prof. Tudor BUGNARIU, Director Tel: +40 752299354 Fax: +40 212420781 E-mail: bugnariu@utcb.ro</p> <p><u>For questions related to the optimization and approval of the learning agreement content and/or thesis theme</u> Prof. Larisa MELITA, Promoter e-mail: larisamelita@gmail.com</p> <p><u>For questions related to: receiving documents, admission formalities, registration, transcripts of records, certificates, accommodation etc):</u> Erasmus office Tel: +40 212433630 Fax: +40 212420781 E-mail: iro@utcb.ro</p>	<p>BACHELOR</p> <p>https://fcfdp.utcb.ro/wp-content/uploads/2019/02/Plan_invatamant_CFDP_2018-2019-f.pdf</p> <p>MASTER</p> <p>https://fcfdp.utcb.ro/vreau-sa-devin-student/studii-de-masterat/</p> <p>DOCTORAL STUDIES</p> <p>https://sd.utcb.ro/en/</p>

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.]

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>)

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 *
RO BUCURES08	P LISBOA03	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	1 student for 5 months for each cycle	TBD
P LISBOA03	RO BUCURES08	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	1 student for 5 months for each cycle	TBD

*[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
RO BUCURES08	P LISBOA03	0732	Building and Civil Engineering	1 teacher/1week/8h	2X5 days
P LISBOA03	RO BUCURES08	0732	Building and Civil Engineering	1 teacher/1week/8h	2X5 days

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RO BUCURES08	Building and Civil Engineering	Romanian	English French	B1	B2
P LISBOA03	Building and Civil Engineering	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	Required: A2 - Portuguese or 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

[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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]
RO BUCURES08	P LISBOA03

⁶ 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>

STUDY PLANS Issue	Question
THESIS	<p>Are our students accepted to prepare their THESIS at your institution?</p> <ul style="list-style-type: none"> • Bachelor thesis : to be decided upon request • Master thesis : to be decided upon request • Ph.D. thesis : to be decided upon request

OTHER ISSUES	Question
APPLICATION PROCEDURE	<ul style="list-style-type: none"> • http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
ACADEMIC CALENDAR	<ul style="list-style-type: none"> • http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
WELCOME DAY	<ul style="list-style-type: none"> • NOV FCT organizes a Welcome Day for Mobility Students at the beginning of their stay. Incoming students will receive information about it, by email.

FROM	TO
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]
P LISBOA03	RO BUCURES08

STUDY PLANS Issue	Question
THESIS	<p>Your students are accepted to prepare their THESIS at our institution:</p> <ul style="list-style-type: none"> • Bachelor thesis :10+10 ECTS (preparation+defense) • Master thesis :30+10 ECTS (preparation+defense) • Ph.D. thesis:

OTHER ISSUES	Question
APPLICATION PROCEDURE	<ul style="list-style-type: none"> • Online application form and admission requirements: http://erasmus.utcb.ro
ACADEMIC CALENDAR	<ul style="list-style-type: none"> • The studies at UTCB are divided into two semesters. <ul style="list-style-type: none"> ○ <u>First semester</u>: starts October; finishes February ○ <u>Second semester</u>: starts March; finishes July

	<ul style="list-style-type: none"> The exact academic calendar depends on the program (bachelor or master). Check http://erasmus.utcb.ro and http://fiis.utcb.ro/welcome.html?Itemid=141 where information about the academic calendar will be updated each academic year Information about registration: once the students have been accepted, we will send an e-mail with detailed information about their registration.
ORIENTATION WEEK FOR INTERNATIONAL STUDENTS	<ul style="list-style-type: none"> UTCB organizes an Orientation Week for International Exchange Students at the beginning of their stay. Incoming students will receive information about it. The information is published at: http://erasmus.utcb.ro/incoming

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
RO BUCURES 08	before 30 of July	before 10 of February
P LISBOA03	May 31 st	October 31 st

[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."]

F. Information

1. Grading systems of the institutions

UTCB

For information about the grading system, see:

<http://erasmus.utcb.ro/incoming>

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

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
RO BUCURES08	Erasmus Office iro@utcb.ro tel: (+40) 0212433630	http://erasmus.utcb.ro
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

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 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
RO BUCURES 08	Erasmus Office iro@utcb.ro tel: (+40) 0212433630	http://erasmus.utcb.ro/incoming
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	



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
RO BUCURES08	Erasmus Office iro@utcb.ro tel: (+40) 0212433630	http://erasmus.utcb.ro/incoming
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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
RO BUCURES08	Prof. Tudor BUGNARIU Director of the International Relations Department, Erasmus+ Programme Institutional Coordinator	22-11-19	
P LISBOA03	Vice-Rector for International Development Prof. João Amaro de Matos	21/11/19	LL 

⁷ Scanned signatures are accepted