



*J*

# Erasmus+ Programme

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

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

### **[Minimum requirements]**

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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details</b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator:</b> Prof. José Esteves Pereira E-mail: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8; ----- <b>Subject Area Contact:</b> Prof. António Manuel Flores Romão de Azevedo Gonçalves Coelho E-mail: <a href="mailto:agc@fct.unl.pt">agc@fct.unl.pt</a> Tel.: +351 21 294 8323 ----- <b>Administrative contact:</b> SAE-AM E-mail: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: +351 21 294 78 20/7	<a href="http://www.unl.pt">www.unl.pt</a>  <a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>



UNIVERSITATEA "DUNAREA DE JOS" DIN GALATI  Facultatea de Mecanica (Faculty of Mechanical Engineering)	RO GALATI01	<b>Institutional Coordinator:</b> Prof. Dan Scarpete (Mr) E-mail: <a href="mailto:dan.scarpete@ugal.ro">dan.scarpete@ugal.ro</a> Tel.: +40 336 130 159 <hr/> <b>Subject Area Contact:</b> Prof. Eugen Rusu (Mr) E-mail: <a href="mailto:eugen.rusu@ugal.ro">eugen.rusu@ugal.ro</a> Tel.: +40 740 205 534 <hr/> <b>Administrative contact:</b> International Relations Office Bianca Elena Chiosa (Ms) E-mail: <a href="mailto:bianca.chiosa@ugal.ro">bianca.chiosa@ugal.ro</a> Tel: +40 336 130 262	University's home page: <a href="http://www.ugal.ro/">http://www.ugal.ro/</a>  Course catalogue: <a href="http://www.ugal.ro/index.php?page=pages.page&amp;title=List%C4%83%20discipline%202013-2014&amp;PHPSESSID=3d01a911fa3563adcbc41ffd5d1c0293">http://www.ugal.ro/index.php?page=pages.page&amp;title=List%C4%83%20discipline%202013-2014&amp;PHPSESSID=3d01a911fa3563adcbc41ffd5d1c0293</a>
---	-------------	---	---

## 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.]

### 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies  Student Mobility for Traineeships *  [total number of months of the study periods or average duration*]	
P LISBOA03	RO GALATI01	0715	Mechanics and Metal trades	2*1 <sup>st</sup> , 4*2 <sup>nd</sup>	6*6 (each)	TBD
RO GALATI01	P LISBOA03	0715	Mechanics and Metal trades	2*1 <sup>st</sup> , 2*2 <sup>nd</sup> , 2*3 <sup>rd</sup>	6*6 (each)	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 *
P LISBOA03	RO GALATI01	0715	Mechanics and Metal trades	8h* TBD	TBD
RO GALATI01	P LISBOA03	0715	Mechanics and Metal trades	8h* TBD	TBD

**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]
P LISBOA03		Portuguese  (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
RO GALATI01		Romanian	English (only for tutoring)	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**

[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.]

## RO GALATI01:

**Students:** The sending institution should send a nomination letter (name, e-mail, area of study, period of study) to the International Relations Office/Erasmus ([bianca.chiosa@ugal.ro](mailto:bianca.chiosa@ugal.ro)) prior to the nomination deadline. An invitation will be released upon home university request.

Application forms are available on the website

<http://www.ugal.ro/index.php?page=pages.pa&title=Erasmus>

Signed forms must be sent by e-mail to: [bianca.chiosa@ugal.ro](mailto:bianca.chiosa@ugal.ro)

Students must arrive at least 3 days before the academic year/semester starts, but not during the weekends.

Students in Bachelor and Master study programs are allowed to attend courses of maximum 63 credits/academic year and 33 credits/semester.

**Staff:** Teaching and non-teaching staff should send ([dan.scarpete@ugal.ro](mailto:dan.scarpete@ugal.ro)) their Teaching or Training Programme prior to their arrival at the University "Dunarea de Jos" of Galati. An invitation will be released upon staff request.

**Disabled Students and Staff** are welcome.

## 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 <sup>st</sup>	October 31 <sup>st</sup>
RO GALATI01	Nomination: 15 May Application: 15 July	Nomination: 15 December Application: 15 January

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

Information available at:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

**RO GALATI01:**

Marks from 1 to 10 (1-4=Fail; 5-10=Pass)

The value of local credits corresponds to ECTS credits

**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	E-mail: <a href="mailto:div.a.eg.mobilidade@fct.unl.pt">div.a.eg.mobilidade@fct.unl.pt</a> Tel.: +351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>
RO GALATI01	E-mail: <a href="mailto:bianca.chiosa@ugal.ro">bianca.chiosa@ugal.ro</a> Tel: +40 336 130 262	<a href="http://www.ugal.ro/index.php?page=pages.pa&amp;title=Erasmus">http://www.ugal.ro/index.php?page=pages.pa&amp;title=Erasmus</a>

**RO GALATI01:**

Students from the European Union, the European Economic Area (EEA) and Switzerland do not need a visa or residence permit to enter Romania. Within 90 days after their arrival, they simply need to register within Immigration Office, providing a proof of sufficient funding and health insurance coverage.

**3. Insurance**

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](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;

**RO GALATI01:**

Students from EU member states should have a European Health Insurance Card.

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	E-mail: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: +351 21 294 78 20/7	
RO GALATI01	E-mail: <a href="mailto:bianca.chiosa@ugal.ro">bianca.chiosa@ugal.ro</a> Tel: +40 336 130 262	

#### 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	E-mail: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: +351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
RO GALATI01	E-mail: <a href="mailto:bianca.chiosa@ugal.ro">bianca.chiosa@ugal.ro</a> Tel: +40 336 130 262	<a href="http://www.ugal.ro/index.php?page=pages.pa&amp;title=Erasmus">http://www.ugal.ro/index.php?page=pages.pa&amp;title=Erasmus</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	3 FEV. 2014	
RO GALATI01	Institutional Coordinator, Prof. Dan Scarpete	27.12.2013	

<sup>1</sup>Scanned signatures are accepted