Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[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) |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Vaasa International Office</td>
<td>SF VAASA01</td>
<td>Ms Francesca Cucinotta, Head of International Relations University of Vaasa International Office VAASA, FINLAND P.O.Box 700, 65101 Tel. +358-29-449 8137 head.international(at)uva.fi</td>
<td><a href="http://www.uva.fi">www.uva.fi</a> <a href="http://www.uva.fi/en/for/prospective/exchange/">www.uva.fi/en/for/prospective/exchange/</a></td>
</tr>
</tbody>
</table>

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.
### B. Mobility numbers\(^5\) 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 DECEMBER in the preceding academic year.]

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code of the sending institution]</td>
<td>[Erasmus code of the receiving institution]</td>
<td>[ISCED]</td>
<td>*</td>
<td>[short cycle, 1(^{st}), 2(^{nd}), or 3(^{rd})] *</td>
<td>Student Mobility for Studies</td>
</tr>
</tbody>
</table>

- SF VAASA01
- P LISBOAO3

- Engineering, Manufacturing and Construction
- 1\(^{st}\), 2\(^{nd}\)
- 2*6 (each)
- TBD

- P LISBOAO3
- SF VAASA01
- 07
- Engineering, Manufacturing and Construction
- 1\(^{st}\), 2\(^{nd}\)
- 2*6 (each)
- TBD

\(^5\) Mobility numbers can be given per sending/receiving institutions and per education field (optional\(*\):

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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF VAASA01</td>
<td></td>
<td>Finnish</td>
<td>English</td>
<td>B2</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td></td>
<td></td>
<td>C1</td>
</tr>
</tbody>
</table>

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

Please note that the University of Vaasa does not require official language tests from exchange students. However, as many courses for exchange students are the same courses that our

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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
degree students complete, the exchange students should have similar level of English that is required of our degree students. Please see: http://www.uva.fi/en/for/prospective/exchange/applying/

E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF VAASA01</td>
<td>31 May</td>
<td>31 October</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
</tbody>
</table>

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within [4] weeks.

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.

4. Termination of the 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."]

F. Information

1. Grading systems of the institutions

SF VAASA01
http://www.uva.fi/en/for/student/studies/study/information/grading/

P LISBOA03
http://www.fct.unl.pt/sites/default/files/erasmus Incoming/EU_Scale_FCT.pdf

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users’ guide7. 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.

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF VAASA01</td>
<td>Annamaria Payer</td>
<td><a href="http://www.uva.fi/en/for/student/living/permits/">www.uva.fi/en/for/student/living/permits/</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:incoming_international@uva.fi">incoming_international@uva.fi</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+358-29-449 8133</td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email:</td>
<td><a href="http://www.fct.unl.pt/en/student/orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/orientation-and-mobility/information-incoming-students-and-other-visitors</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel.: +351 21 294 78 20/7</td>
<td></td>
</tr>
</tbody>
</table>

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.

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_apoliceSepAlunos_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:
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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF VAASA01</td>
<td>Annamaria Payer <a href="mailto:incoming.international@uva.fi">incoming.international@uva.fi</a> +358-29-449 8133</td>
<td><a href="http://www.uva.fi/en/for/student/living/accommodation/">www.uva.fi/en/for/student/living/accommodation/</a></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email: <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</td>
<td><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></td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature*</th>
</tr>
</thead>
</table>

*Scanned signatures are accepted
| SF VAASA01 | Francesca Cucinotta  
Head of International Relations | 5.12.2013 |
|------------|----------------------------------|---------|
| P LISBOA03 | Prof. José Esteves Pereira  
Institutional Coordinator | 6 FEV. 2014 |

