



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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<br>(and department, where relevant) | Erasmus code | Contact details <sup>4</sup><br>(email, phone)   | Website<br>(eg. of the course catalogue)   |
|---|--------------|--|--|
| Universität Bielefeld                                       | D BIELEFE 01 | <u>Institutional Coordinator</u> :<br>Karin Kruse, International Office<br>Universitätsstr. 25, D-33615 Bielefeld<br>Tel: +49 521 106 4087<br>Email: karin.kruse@uni-bielefeld.de<br><u>Departmental Coordinator</u> :<br>Prof. Dr. Wolfram Beyschlag<br>Faculty of Biology<br>Bielefeld University<br>Universitätsstr. 25<br>33615 Bielefeld<br>Phone: +49 521106 6904, Fax: +49 521106 6439<br>Email: w.beyschlag@uni-bielefeld.de | <a href="http://www.uni-bielefeld.de">www.uni-bielefeld.de</a><br><a href="http://www.uni-bielefeld.de/ekvv">www.uni-bielefeld.de/ekvv</a> |
| Universidade de Lisboa                                      | P LISBOA109  | Ana Matos<br>Faculty of Sciences<br>Mobility Office, Campo Grande, 1749-016,<br>Lisboa, Portugal<br><a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a><br>+351 21750 0443<br>Biology Departmental coordinators:<br>Eugénia Ribeiro ( <a href="mailto:eribeiro@fc.ul.pt">eribeiro@fc.ul.pt</a> )<br>Prof. Margarida Ramos ( <a href="mailto:mmramos@fc.ul.pt">mmramos@fc.ul.pt</a> )                                  | <a href="http://www.fc.ul.pt/pt/cursos?refer=3">http://www.fc.ul.pt/pt/cursos?refer=3</a>  |

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>5</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>6</sup> per 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<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED] | Subject<br>area<br>name<br>* | Study<br>cycle<br>[short<br>cycle, 1 <sup>st</sup><br>, 2 <sup>nd</sup> or<br>3 <sup>rd</sup> ]<br>* | Number of student<br>mobility periods<br><br>Student Mobility for Studies<br><br>[total number of months of the<br>study periods or average<br>duration*] |
|--|--|---|------------------------------|--|---|
| D BIELEFE 01   | P LISBOA109  | 13.1                                    | Biology                      | 1 <sup>st</sup> , 2 <sup>nd</sup>  | 2 students / 12 months  |
| P LISBOA109  | D BIELEFE 01   | 13.1                                    | Biology                      | 1 <sup>st</sup> , 2 <sup>nd</sup>  | 2 students / 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 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<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED] | Subject<br>area<br>name<br>* | Number of staff mobility periods<br><br>Staff Mobility for<br>Teaching<br><br>Staff Mobility<br>for Training<br>* |  |
|--|--|---|------------------------------|---|--|
|  |  |   |                              | [total number of days<br>of teaching periods or<br>average duration *]  |  |
|  |  |   |                              |   |  |
|  |  |   |                              |   |  |

<sup>6</sup> 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>)

### 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<br>[Erasmus code] | Optional: Subject area | Language of instruction 1 | Language of instruction 2  | Recommended language of instruction level <sup>7</sup>          |  |
|---|------------------------|---------------------------|----------------------------|---|--|
|   |                        |                           |                            | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| D BIELEFE 01                            | Biology                | German at BA level        | German/English at MA level | German B1<br>English B2   | B2   |
| P LISBOA109                             | Biology                | Portuguese                | B1                         |   |  |

The language of instruction at Bielefeld University is German. Exception: all courses in British/American Studies and some international track courses in Educational Science, Sociology/Politics and Informatics are taught in English; also some MA courses in Social, Computer and Natural Sciences. Please refer to the course catalogue: [http://ekvv.uni-bielefeld.de/kvv\\_publ/publ/Englische.jsp](http://ekvv.uni-bielefeld.de/kvv_publ/publ/Englische.jsp)

### D. Additional requirements

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

**Bielefeld University:** Incoming students are required to take part in the orientation program with intensive German language courses that takes place before the beginning of classes.

#### **Infrastructure to welcome students and staff with disabilities:**

**Bielefeld University:** The rectorate's representative in charge of disabled/handicapped persons: Prof. Dr. Jacoby, email: [florian.jacoby@uni-bielefeld.de](mailto:florian.jacoby@uni-bielefeld.de), [www.uni-bielefeld.de/handicap](http://www.uni-bielefeld.de/handicap). Service for students with disabilities and chronic illness (RSB), [www.rsb-bielefeld.de](http://www.rsb-bielefeld.de)

### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month] | Spring term*<br>[month] |
|---|-------------------------|-------------------------|
| D BIELEFE 01                            | June, 15                | December, 15            |
| P LISBOA 109                            | June, 30                | October, 31             |

<sup>7</sup> 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>

2. The receiving institution will send its decision within [6] 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*. Students are required to contact their academic coordinator at Bielefeld University about this as issue of transcript does not happen automatically.
4. Termination of the agreement

The agreement may be terminated by either party upon one academic year notice in writing. 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

| Description                      | Bielefeld University |  |
|----------------------------------|----------------------|--|
| A Excellent                      | 1,0                  |  |
| B Very good                      | 1,3                  |  |
| C Good                           | 1,7; 2,0;2,3         |  |
| D Satisfactory                   | 2,7;3,0;3,3          |  |
| E Sufficient                     | 3,7;4,0              |  |
| F Fail                           | 5,0                  |  |
| Passed with success (not graded) | Bestanden/completed  |  |

Internet: [www.uni-bielefeld.de/International/Students/non-degree/gradingscale](http://www.uni-bielefeld.de/International/Students/non-degree/gradingscale)

**P LISBOA109 (FCUL):** The **Portuguese grading system** expresses itself in values **between 0 and 20**, being 10 the minimum grade for approval.

Internet: <http://www.fc.ul.pt/node/2036>

| ECTS Grade | Portuguese Grade |
|------------|------------------|
| A          | 18-20            |
| B          | 16-17            |
| C          | 14-15            |
| D          | 10-13            |
| F/FX       | Fall             |

## **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:

| <b>Institution<br/>[Erasmus<br/>code]</b> | <b>Contact<br/>details<br/>(email, phone)</b>   | <b>Website for information</b>   |
|---|---|--|
| D BIELEFE 01                              | <a href="mailto:sabine.scheuer@uni-bielefeld.de">sabine.scheuer@uni-bielefeld.de</a><br>Phone: +49-521-106-2426 | <a href="http://www.uni-bielefeld.de/International/Students/non-degree/preparations">www.uni-bielefeld.de/International/Students/non-degree/preparations</a> |
| P LISBOA109                               | <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a><br>+351 21750 0443                           | <a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>  |

## **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:

| <b>Institution<br/>[Erasmus<br/>code]</b> | <b>Contact details<br/>(email, phone)</b>   | <b>Website for information</b>   |
|---|---|--|
| D BIELEFE 01                              | <a href="mailto:sabine.scheuer@uni-bielefeld.de">sabine.scheuer@uni-bielefeld.de</a><br>Phone: +49-521-106-2426 | <a href="http://www.uni-bielefeld.de/International/Students/non-degree/upon-arrival/health-insurance.html">www.uni-bielefeld.de/International/Students/non-degree/upon-arrival/health-insurance.html</a> |
| P LISBOA109                               | <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a><br>+351 21750 0443                           | <a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>  |



## **4. Housing**

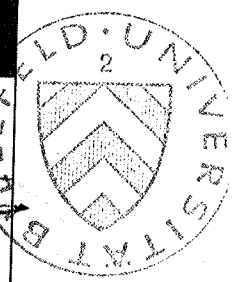
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information  |
|-------------------------------|---|--|
| D BIELEFE 01                  | Accommodation<br>Service<br><br><a href="mailto:wohnen-io@uni-bielefeld.de">wohnen-io@uni-bielefeld.de</a><br><br>Phone: +49-521-106-2487 | <a href="http://www.uni-bielefeld.de/International/Students/non-degree/preparations/wohnen.html">www.uni-bielefeld.de/International/Students/non-degree/preparations/wohnen.html</a> |
| P LISBOA109                   | <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a><br>+351 21750 0443   | <a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>  |

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

| Institution<br>[Erasmus code] | Name, function   | Date           | Signature <sup>8</sup>   |
|-------------------------------|--|----------------|--|
| D BIELEFE 01                  | Karin Kruse, M. A.<br>ERASMUS Institutional Coordinator                          | 03.02.<br>2014 |   |
| P LISBOA109                   | Prof. José Manuel Pinto<br>Paixão,<br>The Director of the Faculty<br>of Sciences | 29.01.2014     |  |



<sup>8</sup> Scanned signatures are accepted