# Erasmus+ Programme

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

### Inter-institutional\(^1\) agreement 2016-2020 (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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details(^4) (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>

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\(^1\) 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

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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle (short cycle, 1(^{st}), 2(^{nd}) or 3(^{rd}))</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>*</td>
<td>Student Mobility for Studies [total number of months of the study periods or average duration *]</td>
</tr>
<tr>
<td>B-BRUXEL 04</td>
<td>P LISBOA109 9</td>
<td>0532</td>
<td>Earth sciences (Geology)</td>
<td>BA/MA</td>
<td>1X10=10</td>
</tr>
<tr>
<td>P LISBOA109 9</td>
<td>B-BRUXEL 04</td>
<td>0532</td>
<td>Earth sciences (Geology)</td>
<td>BA/MA</td>
<td>1X10=10</td>
</tr>
</tbody>
</table>

(*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.)

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:

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

[link](http://www.uis.unesco.org/education/Pages/international-standard-classification-of-education.aspx)
| Receiving institution | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B-BRUXEL 04</td>
<td>FR</td>
<td>B1</td>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>P LISBOA109</td>
<td>Portuguese</td>
<td>B1</td>
<td>B2</td>
<td></td>
</tr>
</tbody>
</table>

(*) Postgraduate programmes or Master programmes courses will be lectured in English. In case there are non Portuguese speaking students in class. For more details on the language of instruction recommendations, see the course catalogue: [http://www.fc.ul.pt/pt/cursos?ref=3](http://www.fc.ul.pt/pt/cursos?ref=3)

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

ULB’s student disabilities’ service, offer of the assistance and organize, if required, assistance or possible timetable adjustments, to allow disabled students to complete their exchange’s period in the best possible conditions.

### E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-BRUXEL 04</td>
<td>May 1st (nominations)</td>
<td>October 1st (nominations)</td>
</tr>
<tr>
<td></td>
<td>June 1st (applications)</td>
<td>October 15th (applications)</td>
</tr>
<tr>
<td>P LISBOA109</td>
<td>June 30th</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 [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

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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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)
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 of the agreement, 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. "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

B-BRUXEL 04: [http://www.ulb.ac.be/enseignements/presentation/fr/presentation-fr-ects.html]

P LISBOA109: the following scale is used for all types of evaluations/examinations at the Faculty of Sciences of the University of Lisbon: the Portuguese grading system expresses itself in values between 0 and 20, being 10 the minimum grade for approval. A= 18-20; B= 16-17; C=14-15; D=10-13; F=Fail

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</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-BRUXEL 04</td>
<td><a href="mailto:mobilite@ulb.ac.be">mobilite@ulb.ac.be</a></td>
<td>[<a href="http://diplomatie.belgium.be/fr/Services/visa_en_belgique/">http://diplomatie.belgium.be/fr/Services/visa_en_belgique/</a>]</td>
</tr>
<tr>
<td>P LISBOA109</td>
<td><a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443</td>
<td>[<a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>]</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. 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>B- BRUXEL 04</td>
<td><a href="mailto:mobilite@ulb.ac.be">mobilite@ulb.ac.be</a></td>
<td>Payment of ULB insurance is requested (12 Euro in 1415), this covers any accidents that might occur in the pursuit of students’ academic activities <a href="http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html">http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html</a></td>
</tr>
<tr>
<td>P LISBOA109</td>
<td><a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a>+351 21750 0443</td>
<td><a href="http://internacionalulisboa.pt/">http://internacionalulisboa.pt/</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>
<tbody>
<tr>
<td>B BRUXEL 04</td>
<td>Institutional Mobility Coordinator: Mrs Inês PROENCA</td>
<td>6/11/2011</td>
<td>[Signature]</td>
</tr>
<tr>
<td>P LISBOA109</td>
<td>Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences</td>
<td>06. 11, 2015</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

* Scanned signatures are accepted