



# Erasmus+ Programme

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

### Inter-institutional agreement 2019-2021 between programme countries

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.

#### UC Leuven-Limburg, Leuven campus = UC Leuven

#### A. Information about higher education institutions

| Name of the institution<br>(and department, where relevant) | Erasmus code | Contact details <sup>1</sup><br>(email, phone)  | Website<br>(eg. of the course catalogue)  |
|---|--------------|---|---|
| UC Leuven   | B LEUVEN18   | international@ucll.be<br>+32-16-375 743<br>Faculty International coordinator:<br>Mr. Sven Cerulus<br>sven.cerulus@ucll.be<br>Faculty contact:<br>Mr. Laurent Jacoby<br>laurent.jacoby@ucll.be | <a href="https://www.ucll.be/international">https://www.ucll.be/international</a> |

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

|   |             |  |   |
|---|-------------|--|---|
| Universidade de Lisboa<br><br>Faculdade de Ciências | P LISBOA109 | International Relations Office<br><br>Ana Matos<br><br>Faculdade de Ciências da Universidade de Lisboa,<br>Campo Grande, Ed. C4,1749-016 Lisboa · Portugal<br>T (+351) 217 500 443   Ext. 24115<br>internacional@ciencias.ulisboa.pt | <a href="https://ciencias.ulisboa.pt/pt/oferta-formativa">https://ciencias.ulisboa.pt/pt/oferta-formativa</a> |
|---|-------------|--|---|

## B. Mobility numbers<sup>2</sup> per academic year

*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.*

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>* | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]<br>* | Number of student mobility periods   |  |
|---|---|-----------------------------------|------------------------|--|--|--|
|   |   |                                   |                        |  | Student Mobility for Studies<br><br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships<br>* |
| B LEUVEN18  | P LISBOA109                                       | 0531 Chemistry                    |                        | 1st  | 2 X 5 months   |  |
| P LISBOA109                                       | B LEUVEN18  | 0531 Chemistry                    |                        | 1st  | 2 x 5 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.]*

<sup>2</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>

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>* | Number of staff mobility periods  |                                  |
|---|---|-----------------------------------|------------------------|---|----------------------------------|
|   |   |                                   |                        | Staff Mobility for Teaching<br><br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training<br>* |
| B<br>LEUVEN18                                     | P<br>LISBOA109                                    | 0531 Chemistry                    |                        | 1 x 5days   | 1 x 5days                        |
| P<br>LISBOA109                                    | B<br>LEUVEN18                                     | 0531 Chemistry                    |                        | 1 x 5days   | 1 x 5days                        |

### 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>3</sup>          |  |
|---|------------------------|---------------------------|---------------------------|---|--|
|   |                        |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| B<br>LEUVEN18                           |                        | English                   | Dutch                     | B1  | B2   |
| P<br>LISBOA109                          |                        | Portuguese                | English (*)               | B1  | B2   |

(\*) Postgraduate or Master programmes courses may 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 application package of each institution and follow the links in part A.

<sup>3</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>

## D. Additional requirements

All Belgian institutions will consider applications from students with disabilities. Please contact the respective international offices to check the availability of specific support or infrastructure.

**UC Leuven** expects all students to register for and attend the Introduction week in Leuven, prior to the start of the exchange period.

**PT LISBOA109:** For further information regarding application procedure, academic calendar and other organisational aspects go to <https://ciencias.ulisboa.pt/en/erasmus>

The University of Lisboa welcomes students and staff with disabilities. Further information is available at: <https://ciencias.ulisboa.pt/en/students-with-special-educational-needs>

## 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] |
|---|-------------------------|-------------------------|
| B LEUVEN18                              | June 15th               | November 15th           |
| P LISBOA109                             | June 30                 | October 31              |

2. The receiving institution will send its decision within **4 (four) weeks after the student has completed and sent in all required paperwork related to the mobility application.**
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 and has been evaluated.
4. Termination of the agreement

The unilateral termination of this agreement before the end date mentioned below must be sent in writing to the partner institution before 15 November or 15 June and will be in effect as of 1 February or 1 September respectively, being the semester following this 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

B LEUVEN18: <https://www.ucll.be/gradingtables>

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

### 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<br>[Erasmus code] | Contact details<br>(email, phone)         | Website for information   |
|-------------------------------|---|---|
| B LEUVEN18                    | sylvia.collaer@ucll.be                    | <a href="https://www.ucll.be/international">https://www.ucll.be/international</a>   |
| P LISBOA109                   | internacional@fc.ul.pt<br>+351 21750 0443 | <a href="https://www.ulisboa.pt/en/info/practical-information-0">https://www.ulisboa.pt/en/info/practical-information-0</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:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)          | Website for information   |
|-------------------------------|--|---|
| B LEUVEN18                    | odette.vanhorenbeek@ucll.be                | <a href="https://www.ucll.be/international">https://www.ucll.be/international</a>           |
| P LISBOA109                   | internacional@fc.ul.pt/<br>+351 21750 0443 | <a href="https://ciencias.ulisboa.pt/pt/erasmus">https://ciencias.ulisboa.pt/pt/erasmus</a> |



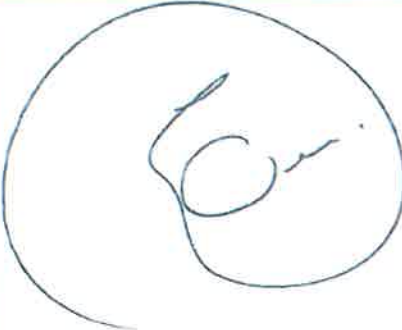



#### 4. Housing

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   |
|-------------------------------|--|---|
| B LEUVEN18                    | sylvia.collaer@ucll.be                     | <a href="https://www.ucll.be/international">https://www.ucll.be/international</a>                       |
| P LISBOA109                   | internacional@fc.ul.pt/<br>+351 21750 0443 | <a href="https://ciencias.ulisboa.pt/en/accommodation">https://ciencias.ulisboa.pt/en/accommodation</a> |

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

| Institution<br>[Erasmus code] | Name, function   | Date       | Signature <sup>4</sup>   |
|-------------------------------|--|------------|--|
| B LEUVEN18                    | Mr. Marc Vandewalle<br>President                                     | 08-05-2019 |   |
| P LISBOA109                   | Prof. Luís Manuel Carriço<br>The Director of the Faculty of Sciences |            |    |

<sup>4</sup> Scanned signatures are accepted