



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Universidade de Lisboa Faculty of Sciences	P LISBOA109	Ana Matos Mobility Office Faculty of Sciences Campo Grande, 1749-016, Lisboa, Portugal internacional@fc.ul.pt Phone: +351 21750 0443 Fax: +351 21750 0162 Chemistry Erasmus Departmental Coordinator: Maria Helena Garcia mhgarcia@fc.ul.pt	www.ulisboa.pt http://www.fc.ul.pt/ pt/cursos?refer=3
Universität Bern	CH-BERN01	Martina Carolus International Office Hochschulstrasse 4 3012 Bern, Switzerland martina.carolus@int.unibe.ch Phone: +41 31 631 34 71 Fax: +41 31 631 34 72 Chemistry Departmental Coordinator: Sandra Zbinden sandra.zbinden@dcg.unibe.ch	www.unibe.ch www.int.unibe.ch

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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.]

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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
P LISBOA109	CH-BERN01	0531	Chemistry	1 st	1x6	
CH-BERN01	P LISBOA109	0531	Chemistry	1 st	1x6	

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 LISBOA109	CH-BERN01				
CH-BERN01	P LISBOA109				

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:

⁴ 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA109	Chemistry	Portuguese	English (*)	B1	B2
CH BERN01	Chemistry	German	English	B2	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 course catalogue of each institution:

P LISBOA109: <http://www.fc.ul.pt/pt/cursos?refer=3>

CH BERN01: www.ksl-vv.unibe.ch

D. Additional requirements

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 LISBOA109	June, 30 th	October, 31 st
CH BERN01	April, 30 th	September, 30 th

[* 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.
4. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁵ 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>

F. Information

1. Grading systems of the institutions

P LISBOA109: 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

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

CH BERN01:

http://www.int.unibe.ch/content/incoming/swiss_european_mobility_programme_erasmus/grading_system/index_eng.html

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 LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
CH BERN01	martina.carolus@int.unibe.ch +41 31 631 34 71	www.int.unibe.ch

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 [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
CH BERN01	martina.carolus@int.unibe.ch +41 31 631 34 71	www.int.unibe.ch





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 LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
CH BERN01	martina.carolus@int.unibe.ch +41 31 631 34 71	www.int.unibe.ch

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
P LISBOA109	Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences	16/12/2014	 
CH BERN01	Martina Carolus Exchange Coordinator Europe	15/12/2014	 

⁶ Scanned signatures are accepted