



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017-2021 between programme countries

#### [Minimum requirements]<sup>2</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

	Erasmus code	Contact details <sup>3</sup> (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 <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443	<a href="http://www.ulisboa.pt">www.ulisboa.pt</a> <a href="https://ciencias.ulisboa.pt/en/oferta-formativa-0">https://ciencias.ulisboa.pt/en/oferta-formativa-0</a>
BEUTH Hochschule für Technik Berlin (BEUTH HS) Beuth University of Applied Sciences Berlin	D BERLIN04	ERASMUS Coordinator:  Dr. Karlheinz Borchert Director International Office Luxemburger Strasse 10 13353 Berlin/ Germany Tel.: +49 304504 2768 Fax: +49 304504 2728 / 2959 Email: <a href="mailto:borchert@beuth-hochschule.de">borchert@beuth-hochschule.de</a>	<a href="http://www.beuth-hochschule.de/2013">www.beuth-hochschule.de/2013</a>
BEUTH HS	D BERLIN04	Academic Contact: Faculty of Chemistry Prof. Dr. Rainer Senz Room A 236, Beuth	

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

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

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

		Building Tel.: +49 30 4504 2264 Email: RSenz@beuth- hochschule.de	
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## B. Mobility numbers<sup>4</sup> 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]	Sub ject are a cod e  [ISC ED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	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	D BERLIN04	0531	Chemistry		2	0
D BERLIN04	P LISBOA109	0531	Chemistry		2	0

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	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	D BERLIN04	0531	Chemistry	2	1
D BERLIN04	P LISBOA109	0531	Chemistry	2	1

<sup>4</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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA109		Portuguese	English (*)	B1	B2
D BERLIN04		German	English	B1	English B2

\* Postgraduate or Master programmes courses in Chemistry and Biochemistry 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: <https://ciencias.ulisboa.pt/en/oferta-formativa-0>

For more details on the language of instruction recommendations, see the course catalogue of each institution:

### 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 <sup>th</sup>	October, 31 <sup>st</sup>
D BERLIN04	May, 1 <sup>st</sup>	November, 1 <sup>st</sup>

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

2. The receiving institution will send its decision within 6 weeks.

<sup>5</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>

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.

## 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

D\_BERLIN04 (Table)

D_BERLIN04	
German Scale	Definition
1,0	Excellent
1,3	
1,7	
2,0	Good
2,3	
2,7	
3,0	Satisfactory
3,3	
3,7	
4,0	Sufficient
5,0	Failed
m.E.: mit Erfolg teilgenommen	m.E.: successfully participated
o.E.: ohne Erfolg teilgenommen	o.E.: unsuccessfully participated
t.o.P.: teilgenommen ohne Prüfung	t.o.P.: participated without exams

### 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	<a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443	<a href="http://www.ulisboa.pt/en/inicio/mobility/practical-information/visas/">http://www.ulisboa.pt/en/inicio/mobility/practical-information/visas/</a>
D BERLIN04	No VISA required as an EU national. E-mail: <a href="mailto:ausland@beuth-hochschule.de">ausland@beuth-hochschule.de</a> Phone: (+49-30) 4504-2950	<a href="http://www.beuth-hochschule.de/516/">http://www.beuth-hochschule.de/516/</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 [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	<a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443	<a href="http://www.ulisboa.pt/en/inicio/mobility/practical-information/insurance/">http://www.ulisboa.pt/en/inicio/mobility/practical-information/insurance/</a>  At the Faculty of Sciences students are covered by the School Insurance.
D BERLIN04	E-mail: <a href="mailto:ausland@beuth-hochschule.de">ausland@beuth-hochschule.de</a> Phone: (+49-30) 4504-2950	<a href="http://www.studentenwerk-berlin.de/suchen/325702.html?searchshow=krankenversicherung">http://www.studentenwerk-berlin.de/suchen/325702.html?searchshow=krankenversicherung</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 [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	<a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> + 351 21750 0443	<a href="https://ciencias.ulisboa.pt/en/accommodation">https://ciencias.ulisboa.pt/en/accommodation</a>
D BERLIN04	E-mail: <a href="mailto:ausland@beuth-hochschule.de">ausland@beuth-hochschule.de</a> Phone: (+49-30) 4504-2950	<a href="http://www.studentenwerk-berlin.de/suchen/325702.html?searchshow=krankenversicherung">http://www.studentenwerk-berlin.de/suchen/325702.html?searchshow=krankenversicherung</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
P LISBOA109	Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences	21.04.2017	 A scanned signature in blue ink. To the left is a blue square stamp with a stylized 'F' and 'C' and the name 'José Artur Martinho Simões'. To the right is the text 'Ciências ULisboa' with a signature over it.
D BERLIN04	Dr. Karlheinz Borchert  Director International Affairs	18- 04- 2017	 A handwritten signature in blue ink that reads 'K. Borchert'.

<sup>6</sup> Scanned signatures are accepted