



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2021

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.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details (email, phone)	Website
UNIVERSIDADE DE LISBOA	P LISBOA109	Central Office (Rectory) Mobility Unit ✉ erasmus@ulisboa.pt ☎ +351 210 113 482 +351 210 170 196 Faculty of Sciences Ana Matos Mobility Office Campo Grande, 1749-016, Lisboa, Portugal internacional@fc.ul.pt +351 21750 0443	http://www.ulisboa.pt/ https://ciencias.ulisboa.pt/en/educational-offer-0
UNIVERSITÄT ZU LÜBECK	D LUBECK01	UNIVERSITÄT ZU LÜBECK Ratzeburger Allee 160, 23562 Lübeck, Germany Karolin Saenger (International Office) Tel +49 451 3101 1256 Fax +49 451 3101 1254 ✉ e-mail: karolin.saenger@uni-luebeck.de	http://www.uni-luebeck.de/

B. Mobility numbers per academic year

Student Mobility:

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	Student Mobility for Traineeships *
P LISBOA109	D LUBECK01	0511	Biology	1 st , 2 nd	2 X 5 = 10	-
D LUBECK01	P LISBOA109	0511	Biology	1 st , 2 nd	2 X 5 = 10	-

Staff Mobility:

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 *
				-	-
				-	-

[*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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA109	Biology	Portuguese		B1	
D LUBECK01		Deutsch	English	A2 / B1	

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 [*To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff*][*Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.*]

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	30 June	31 October
D LUBECK01	May 31st	November 30th

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

2. The receiving institution will send its decision within **5 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*]

4. Termination of the agreement

Unilateral decision to discontinue the exchanges notified to the other party by 1 September 2016 will only take effect as of 1 September 2017. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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

University of Luebeck: https://www.uni-luebeck.de/en/studies/international_office/incoming.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://www.ulisboa.pt/en/inicio/mobility/practical-information/visas/
D LUBECK01	International Office Ratzeburger Allee 160, 23538 Lübeck, Germany Karolin Saenger Akademisches Auslandsamt (International Office) Tel +49 451 3101 1256 Fax +49 451 3101 1254 ✉ e-mail: karolin.saenger@uni-luebeck.de	http://www.uni-luebeck.de/studium/international-office.html

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://www.ulisboa.pt/en/inicio/mobility/practical-information/insurance/ At the Faculty of Sciences students are covered by the School Insurance.
D LUBECK01	International Office Ratzeburger Allee 160, 23538 Lübeck, Germany Karolin Saenger Akademisches Auslandsamt (International Office) Tel +49 451 3101 1256 Fax +49 451 3101 1254 ✉ e-mail: karolin.saenger@uni-luebeck.de	http://www.uni-luebeck.de/studium/international-office.html



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	https://ciencias.ulisboa.pt/en/accommodation
D LUBECK01	International Office Ratzeburger Allee 160, 23538 Lübeck, Germany Karolin Saenger Akademisches Auslandsamt (International Office) Tel +49 451 3101 1256 Fax +49 451 3101 1254 ✉ e-mail: karolin.saenger@uni-luebeck.de	http://www.uni-luebeck.de/studium/international-office.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
P LISBOA109	Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences	12.04.2017	  Ciências ULisboa
D LUBECK01	Institutional Coordinator: Karolin Saenger	26.4.17	