



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> between programme countries [Minimum requirements]<sup>3</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

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>JULIUS- MAXIMILIANS- UNIVERSITÄT WÜRZBURG</b>	<b>D WURZBUR01</b>	<b>Institutional Coordinator:</b>  Mr. Florian EVENBYE International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 4053, Fax +49 931 318 2603; E-mail: <a href="mailto:international@uni-wuerzburg.de">international@uni-wuerzburg.de</a>  <b>Departmental Coordinator:</b>  PD Dr. Alois Palmetshofer, BioCareers/Biozentrum Am Hubland, 97074 Würzburg, Germany Tel. +49 931 318 4239, Fax. +49 931 318 7122 E-Mail: <a href="mailto:a.palmetshofer@uni-wuerzburg.de">a.palmetshofer@uni-wuerzburg.de</a>	General University Page: <a href="http://uni-wuerzburg.de">Uni- wuerzburg.de</a> For exchange Students: <a href="http://International.uni-wuerzburg.de">International.uni- wuerzburg.de</a>  Course Catalogue: <a href="http://uni-wuerzburg.de/fuer/studierende/vorlesungsverzeichnis">uni- wuerzburg.de/fuer /studierende/vorle- sungsverzeichnis</a>
		Ana Matos Faculty of Sciences Mobility Office, Campo Grande, 1749-016,	<a href="http://www.fc.ul.pt/pt">http://www.fc.ul.pt/pt</a>

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Universidade de Lisboa Faculty of Sciences	P LISBOA109	Lisboa, Portugal <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443 Biology Departmental coordinators: Eugénia Ribeiro ( <a href="mailto:eribeiro@fc.ul.pt">eribeiro@fc.ul.pt</a> ) Prof. Margarida Ramos ( <a href="mailto:mmramos@fc.ul.pt">mmramos@fc.ul.pt</a> )	<a href="#">/cursos?refer=3</a>
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## B. Mobility numbers<sup>5</sup> 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.

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 <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*]
D WURZBUR 01	P LISBOA109	0511	Biology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students / 20 months (10 months each)
P LISBOA109	D WURZBUR 01	0511	Biology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students / 20 months (10 months each)

[\*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.]

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 *
D WURZBUR 01	P LISBOA109	0511	Biology	1 x 1 week	
P LISBOA109	D WURZBUR 01	0511	Biology	1 x 1 week	

<sup>5</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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D WURZBUR 01	Biology	German	English	B1 German or B2 English	B2
P LISBOA109	Biology	Portuguese		B1	B2

## For part D-F see Annex for University of Würzburg!

### D. Additional requirements

*[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]
D WURZBUR 01		
P LISBOA 109	June, 30	October, 31

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 normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines].* Students are required to contact their academic coordinator at Bielefeld University about this as issue of transcript does not happen automatically.

<sup>6</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>

#### 4. Termination of the agreement

The agreement may be terminated by either party upon one academic year notice in 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

**P LISBOA109 (FCUL):** The **Portuguese grading system** expresses itself in values **between 0 and 20**, being 10 the minimum grade for approval.  
Internet: <http://www.fc.ul.pt/node/2036>

### 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
D WURZBUR 01	PD Dr. Alois Palmetshofer +49 931 31 84239 a.palmetshofer@uni- wuerzburg.de	<a href="http://www.biostudium.uni-wuerzburg.de/">http://www.biostudium.uni-wuerzburg.de/</a>
P LISBOA109	<a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443	<a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</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
D WURZBUR 01		
P LISBOA109	<a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443	<a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>

**For part D-F see Annex for University of Würzburg!**

**ANNEX to ERASMUS+ agreements. This Annex becomes part of our ERASMUS+ agreements and replaces the information of the University of Würzburg in the sections C- F!**

**We strongly recommend to always refer to the current information given at our webpage as information of parts C- F are subject to change in the years 2014 to 2021:**

**[http://www.international.uni-wuerzburg.de/en/international\\_office/annex\\_erasmus/](http://www.international.uni-wuerzburg.de/en/international_office/annex_erasmus/)**

### **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	Level/ Subject	Language of instruction	Recommended level	
			Student Mobility	Staff Mobility
D WURZBUR01	All levels	German/ English	If ECTS-Points are needed a minimum of B1 is recommended.  No certificate required for admission	German OR English: B2 recommended.

### **D. Additional requirements**

#### **University of Würzburg:**

Preparatory classes are offered in many fields of study before the terms starts. Exchange students are welcome and participation is recommended.

A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc. ;  
[international.uni-wuerzburg.de/en/studium\\_in\\_wuerzburg/tutoren](http://international.uni-wuerzburg.de/en/studium_in_wuerzburg/tutoren)

Language courses: International students with knowledge of B2 German or less are asked to participate in the intensive courses before their studies in Würzburg start. The courses are free of charge and are offered four weeks in September and March. Participation is not mandatory but recommended.

The University of Würzburg welcomes students and staff with disabilities and provides an information and assistance center. Learn more at [www.behindertenbeauftragter.uni-wuerzburg.de/kis/](http://www.behindertenbeauftragter.uni-wuerzburg.de/kis/),

Contact person: Mrs Sandra Ohlenforst, Universität Würzburg, KIS, Am Hubland, 97070 Würzburg.  
Tel.: 0931/31-84052, Email: [kis@uni-wuerzburg.de](mailto:kis@uni-wuerzburg.de)

## E. Calendar

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

Receiving institution	Autumn term	Spring term
D WURZBUR01	15 <sup>th</sup> June, later nominations can be accepted	15 <sup>th</sup> January, later nominations can be accepted

2. After having received the paper application (printed online application) the letter of admission will be sent within a max. of six 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.

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4. Termination of the agreement

A notice of at least one academic year should be given for the termination of the agreement. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 October 20XX will only take effect as of 1 October 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict. This point is subject to change referring to differences in the main agreement!

## F. Information

### 1. Grading systems of the institutions

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below. Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage [www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf](http://www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf)

<b>Würzburg Grade</b>	<b>ECTS Grade</b>
<b>1,0-1,5</b>	<b>A</b> "excellent"
<b>1,6-2,0</b>	<b>B</b> "very good"
<b>2,1-3,0</b>	<b>C</b> "good"
<b>3,1-3,5</b>	<b>D</b> "satisfactory"
<b>3,6-4,0</b>	<b>E</b> "sufficient"
<b>4,1-5,0</b>	<b>F</b> "failed"

### **Faculty of Law:**

Please note that the **faculty of law** uses a 1-18 grade system in case students want to take courses at that faculty:

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below. Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage [www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf](http://www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf)

Please note that the faculty of law uses a 1-18 grade system in case students want to take courses at that faculty:

ECTS grades:		
A	excellent - outstanding performance with only minor errors	12 - 18
Punkte		
B	very good - above the average standard but with some errors	9 - 11
Punkte		
C	good - generally sound work with a number of notable errors	7 und 8
Punkte		
D	satisfactory - fair but with significant shortcomings	5 und 6
Punkte		
E	sufficient - performance meets the minimum criteria	4 Punkte
FX	fail -some more work required before the credit can be awarded	1 - 3 Punkte
F	fail: considerable further work is required	0 Punkte

## **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	Contact details	Website for information
D WURZBUR01	<p>Incoming students family names A-L: Ms. Nicole SCHMITT – Email: <a href="mailto:nicole.schmitt@uni-wuerzburg.de">nicole.schmitt@uni-wuerzburg.de</a> – Tel.: +49 931 318 2804</p> <p>Incoming students family names M-Z: Ms. Angela FENSKE – Email: <a href="mailto:angela.fenske@uni-wuerzburg.de">angela.fenske@uni-wuerzburg.de</a> – Tel.: +49 931 318 8604</p>	<a href="http://International.uni-wuerzburg.de">International.uni-wuerzburg.de</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:

<b>Institution</b>	<b>Contact details</b>	<b>Website for information</b>
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: <a href="mailto:nicole.schmitt@uni-wuerzburg.de">nicole.schmitt@uni-wuerzburg.de</a> – Tel.: +49 931 318 2804  Incoming students family names M-Z: Ms. Angela FENSKE – Email: <a href="mailto:angela.fenske@uni-wuerzburg.de">angela.fenske@uni-wuerzburg.de</a> – Tel.: +49 931 318 8604	International.uni-wuerzburg.de

### **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:

<b>Institution</b>	<b>Contact details</b>	<b>Website for information</b>
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: <a href="mailto:nicole.schmitt@uni-wuerzburg.de">nicole.schmitt@uni-wuerzburg.de</a> – Tel.: +49 931 318 2804  Incoming students family names M-Z: Ms. Angela FENSKE – Email: <a href="mailto:angela.fenske@uni-wuerzburg.de">angela.fenske@uni-wuerzburg.de</a> – Tel.: +49 931 318 8604	International.uni-wuerzburg.de



## For part D-F see Annex for University of Würzburg!

### 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
D WURZBUR 01		
P LISBOA109	<a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443	<a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>

## For part D-F see Annex for University of Würzburg!

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
D WURZBUR01	<b>Institutional Coordinator:</b> Mr. Florian EVENBYE International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 4053, Fax +49 931 318 2603; E-mail: internacional@uni- wuerzburg.de	8.7.14	
P LISBOA109	Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences	10.07.2014	

<sup>7</sup> Scanned signatures are accepted