



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Universidade de Lisboa Faculty of Sciences	PLISBOA109	Ana Matos Faculty of Sciences Mobility Office, Campo Grande, 1749-016, Lisboa, Portugal <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443; +351 21750 0162	<a href="http://www.fc.ul.pt/pt/cursos?refer=3">http://www.fc.ul.pt/ pt/cursos?refer=3</a>
Universitat Politècnica de Catalunya (UPC- BarcelonaTech)  Facultat de Matemàtiques i Estadística (FME)	E BARCELO03	C/Pau Gargallo 5 08028 Barcelona Spain Institutional coordinator: M. F.-Javier Heredia Cervera <a href="mailto:vicdeganat.rel.int.fme@upc.edu">vicdeganat.rel.int.fme@upc.edu</a> +34 93 401 73 35 Administrative contact: Ms. Júlia González Bolaños <a href="mailto:relacions.internacionals.fme@upc.edu">relacions.internacionals.fme@upc.edu</a> +34 93 401 56 99	<a href="http://www.upc.edu">www.upc.edu</a>  <a href="http://www.fme.upc.edu">www.fme.upc.edu</a> <a href="#">u</a>

<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.

## 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]	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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration *]	
P LISBOA109	E BARCELO03	0541	Mathematics	1st, 2nd	2x6	-
P LISBOA109	E BARCELO03	0542	Statistics	2nd	2x6	-
E BARCELO03	P LISBOA109	0541	Mathematics	1st, 2nd	2x6	-
E BARCELO03	P LISBOA109	0542	Statistics	2nd	2x6	-

[\*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
P LISBOA109	E BARCELO03				
E BARCELO03	P LISBOA109				

<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 instruc- tion 1	Language of instruc- tion 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]
E BARCELO03	Mathematics (0541)	Catalan (most of the undergraduate courses) (*)	English (master level) (*)	B2	
E BARCELO03	Statistics (0542)	Spanish (master's level)	English (master's level)	B2	
P LISBOA109	Mathematics (0541)	Portuguese	**	B1	
P LISBOA109	Statistics (0542)	Portuguese	**	B1	

(\*) Some courses of the bachelor and all the courses of the master are taught in English

(\*\*) for Postgraduate or Master programmes courses please see the field "Teaching language" in the course catalogue:

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

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.]*

<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>

## Facultat de Matemàtiques i Estadística (FME) – UPC:

UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.

UPC organizes an **Orientation Week for international exchange students** and/or **Welcome sessions for international master's students** at the beginning of their stay. Incoming students will receive information about it. The information is published at: <http://www.upc.edu/sri/>

All incoming students have to register online at <http://www.fme.upc.edu/exchange-students/application-and-requisites>, where the related deadlines can be found.

## Universidade de Lisboa:

### 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>
E BARCELO03	May, 15th	November, 15th

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

## Facultat de Matemàtiques i Estadística (FME) – UPC:

2. The receiving institution will send its decision within 3 weeks after the respective deadline
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]*

## Universidade de Lisboa:

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]*

4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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<sup>6</sup>. 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.]*

#### **Facultat de Matemàtiques i Estadística (FME) – UPC:**

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

**Universidade de Lisboa:** <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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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>
E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	<a href="https://www.upc.edu/sri/students">https://www.upc.edu/sri/students</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:

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>
E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	<a href="https://www.upc.edu/sri/students">https://www.upc.edu/sri/students</a> In concrete, for insurance: <a href="https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance">https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance</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="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>
E BARCELO03	In general: International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	<a href="http://www.upc.edu/sri/students/international-students/before-coming-to-upc/accommodation">http://www.upc.edu/sri/students/international-students/before-coming-to-upc/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA109	Prof. José Manuel Pinto Paixão, The Director of the Faculty of Sciences	04.02.2014	
E BARCELO03	F.-Javier Heredia Vice dean of International Relations (FME)	20/01/2014	

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