



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE DE SANTIAGO DE COMPOSTELA	E SANTIAGO1	Institutional coordinator: Institutional Coord.: E. López Veloso International Relations Office – Casas Reais nº 8 – E-15782 Santiago de Compostela – Spain Tel. 0034 881 812 854 Fax. 0034 881 812 843 e-mail: erasmus@usc.es (this Campus: international.lugo@usc.es) Departamental Coordinator: María J. Iniesto E_mail: mariaj.iniesto@usc.es Higher Polytechnic School	www.usc.es http://www.usc.es/gl/centros/eps/index.html

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

UNIVERSIDADE DE LISBOA	P LISBOA109	Faculty of Sciences Mobility Office Internacional@fc.ul.pt +351 21750 0443 Departmental Coordinator:Fátima Sousa fsousa@fc.ul.pt	www.ulisboa.pt www.fc.ul.pt http://www.fc.ul.pt/pt/cursos?refer=3
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B. Mobility numbers⁵ 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 ps *
E SANTIAGO1	P LISBOA109	07	Engineering and technology (Geodesy, cartography and Remote sensing)	1 st	2	18
		06	Geomatics, Geography and geology	1 st	2	18
P LISBOA109	E SANTIAGO1	07	Engineering and technology (Geodesy, cartography and Remote sensing)	1 st	2	18
		06	Geomatics, Geography and geology	1 st	2	18

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

⁵ 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>)

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 *
E SANTIAGO1	P LISBOA109	07	Engineering and technology (Geodesy, cartography and Remote sensing)	8	8
		06	Geomatics, Geography and geology	8	8
P LISBOA109	E SANTIAGO1	07	Engineering and technology (Geodesy, cartography and Remote sensing)	8	8
		06	Geomatics, Geography and geology	8	8

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility	Staff Mobility for

⁶ 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>

code]				for Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
E SANTIAGO1		Spanish	Galician	B1	B1 in Spanish
P LISBOA109		Portuguese		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

E SANTIAGO1:

- Incoming Erasmus students must take at least 50% of their workload from the USC Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties.
- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.
- Incoming teaching staff must be individually accepted by the USC Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- The University of Santiago de Compostela welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at: <https://www.usc.es/es/servizos/sepiu/integracion.html>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E SANTIAGO1	Nomination: 30 June Application: 15 July	Nomination: 31 October Application: 30 November
P LISBOA109	June, 30 th	October, 31 st

[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. *[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

P LISBOA109: the following scale is used for all types of evaluations/examinations at the Faculty of Sciences of the University of Lisbon: 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

E SANTIAGO1:

Local Grade		ECTS Grade	Definition
Matrícula de honor	10	A+	EXCELLENT - Outstanding performance with only minor errors. Just in very exceptional cases
Sobresaliente	9-9.9	A	VERY GOOD - Above the average standard but with some errors
Notable	7-8.9	B	GOOD - Generally sound work with a number of notable errors
Aprobado	5-6.9	C/D/E	SATISFACTORY/SUFFICIENT - Performance meets the minimum criteria. Average performance
Suspenseo	0-4.9	F/FX	FAIL - Failed
Apto	-	-	PASS - Passed

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
E SANTIA G01	international@usc.es	http://www.exteriores.gob.es/portal/es/serviciosalciudadano/informacionparaextranjeros/paginas/inicio.aspx
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/

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
E SANTIAGO1	internacional@usc.es	http://ec.europa.eu/social/main.jsp?langId=en&catId=559 All incoming Erasmus students are charged 15 euro for a compulsory insurance for international students
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/

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
E SANTIAGO1	erasmus@usc.es mobilidade.sur@usc.es	https://www.usc.es/es/servizos/sur/index.html A yearly call for applications is published in May. Incoming students who wish to be placed in one of the dormitories must take part in that call
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
E SANTIAGO1	Institutional Coord.: E. López Veloso International Relations Office – Casas Reais nº 8 – E-15782 Santiago de Compostela – Spain Tel. 0034 881 812 854 Fax. 0034 881 812 843 e-mail: erasmus@usc.es (this Campus: internacional.lugo@usc.es)	19/11/2015	
P LISBOA109	Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences	26.11.2015	

⁷ Scanned signatures are accepted