



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2020² 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 (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
University of Tartu/Tartu Ülikool	EE TARTU02	Institutional Coordinator: Jaanika Haljasmäe International Student Service, Ülikooli 18, 50090 Tartu, Estonia; erasmus@ut.ee +3727375151 Faculty Contact Person: Prof. Ivo Leito e-mail: ivo.leito@ut.ee	http://www.ut.ee/en/prospective-students/exchange-students http://www.ut.ee/ams/
University of Lisbon	PLISBOA109	Institutional Coordinator: Prof. Maria Helena Garcia Faculty of Sciences Mobility Office Ana Matos internacional@fc.ul.pt +351 21750 0443 +351 21750 0162	http://www.fc.ul.pt/pt/cursos?refer=3

B. Mobility numbers⁴ 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 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 *
EE TARTU02	PLISBOA109	442	Chemistry	1 st , 2 nd , 3 rd	12 (3 students)	-
PLISBOA109	EE TARTU02	442	Chemistry	1 st , 2 nd , 3 rd	12 (3 students)	-

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

⁴ 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>

[*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 *
EE TARTU02	PLISBOA109	442	Chemistry	5 (2 person)	5 (2 person)
PLISBOA109	EE TARTU02	442	Chemistry	5 (2 person)	5 (2 person)

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
EE TARTU02	442	English	English	English B2	B2
PLISBOA109	442	Portuguese	English(*)	B1	B2

(*) Postgraduate or Master programmes courses will 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 of each institution [Links provided on the first page].

D. Additional requirements

EE TARTU02

UT incoming students

UT incoming students are expected to participate in the orientation course prior beginning of the respective semester. More information about the course content can be found at: <http://www.ut.ee/en/orientation-course-international-students>.

Students need to register for the regular courses within the first two weeks of the semester. Course registration is better described at: <http://www.ut.ee/en/organisation-study>. Exchange students are required to complete at least 15 ECTS per semester. Non-EU citizens, who need to apply for a temporary residence permit to study in Estonia, need to complete at least 22.5 ECTS per semester.

UT incoming staff

Incoming academic staff is kindly requested to fill in the registration form after their arrival to Tartu. The form can be found at <http://www.ut.ee/en/international/International-partners/erasmus-partners>, and should be submitted to International Student Service.

⁵ 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>

UT students and staff with disabilities

UT's infrastructure for people with disabilities is described at <http://www.ut.ee/en/studies/practical/students-with-special-needs>. However, it is of utmost importance that prior hosting students and staff with disabilities, UT personnel in charge would be well informed of all the relevant necessities.

*[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]
EE TARTU02 (application deadline)	May 1 – non EU citizens June 1 – EU citizens	November 1 – all applicants
PLISBOA109	June, 30 th	October, 31 st

2. The receiving Institution will send its decision within **four weeks**. The Faculty of Sciences of the University of Lisbon will send its decision within 6 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than **four weeks** after the assessment period has finished at the receiving HEI.

A Transcript of Records will be issued by the Faculty of Sciences of the University of Lisbon no later than 5 weeks.

4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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

EE TARTU02

<http://www.ut.ee/en/studies/study-regulations/credits>

P LISBOA109: <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
EE TARTU02	erasmusin@ut.ee	http://www.ut.ee/en/prospective-students/residence-permits
PLISBOA109	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
EE TARTU02	erasmusin@ut.ee	http://www.ut.ee/en/prospective-students/health-insurance
PLISBOA109	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
EE TARTU02	erasmusin@ut.ee	http://www.ut.ee/en/admissions/accommodation
PLISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ⁶
EE TARTU02	Prof. Peeter Burk Dean Faculty of Science and Technology University of Tartu	17.02.2015	
PLISBOA109	Prof. José Artur Martinho Simões, The Director of the Faculty of Sciences	16.02.2015	 

⁶ Scanned signatures are accepted