Erasmus+ Programme

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

Inter-institutional¹ agreement 2020-2021
between programme countries

[Minimum requirements]²

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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details³</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| Universidade de Lisboa                                  | P LISBOA 109 | International Relations Office
Ana Matos
Faculdade de Ciências da
Universidade de Lisboa
Lisboa - Portugal
T (+351) 217 500 443 | Ext. 24115
internacional@ciencias.ulisboa.pt
Faculty Erasmus Coordinator
Prof. Ana Paula Paiva
appaiva@fc.ul.pt | https://ciencias.ulisboa.pt/pt/oferta-formativa |

¹ Inter-institutional agreements can be signed by two or more higher education Institutions
² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.
Université de Lorraine  F NANCY43

**Institutional Coordinator**
Nathalie FICK, Directrice des relations internationales et européennes

Implementation of staff and student mobility: drie-mobilite-contact@univ-lorraine.fr

Management of interinstitutional ERASMUS+ agreements: drie-cooperation-contact@univ-lorraine.fr

**Academic contact for this agreement:**

Head of International Affairs – ENSAIA
Dr. Frantz Fournier

Head of International Affairs – ENSTIB
Pr. Patrick Charpentier

International Affairs Coordinator – ENSAIA/ENSTIB:
Delphine Laurant,
delphine.laurant@univ-lorraine.fr

http://welcome.univ-lorraine.fr/

https://formations.univ-lorraine.fr/

www.ensaia.univ-lorraine.fr

www.enstib.univ-lorraine.fr

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**B. Mobility numbers 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.]

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code</th>
<th>Subject area name *</th>
<th>Study cycle (short cycle, 1st, 2nd or 3rd) *</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
</table>

* Mobility numbers can be given per sending/receiving institutions and per education field (optional *):

2
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
<th>Staff Mobility for Teaching</th>
<th>Staff Mobility for Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA 109</td>
<td>F NANCY43</td>
<td>0531 071</td>
<td>Chemistry Engineering</td>
<td>2 (5 days/staff)</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>F NANCY43</td>
<td>P LISBOA 109</td>
<td>0531 071</td>
<td>Chemistry Engineering</td>
<td>2 (5 days/staff)</td>
<td>Not applicable</td>
<td></td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level(^5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA 109</td>
<td></td>
<td>Portuguese</td>
<td>English (*)</td>
<td>Student Mobility for Studies [Minimum recommended level: B1]</td>
</tr>
<tr>
<td>F NANCY43</td>
<td></td>
<td>French (*)</td>
<td>English</td>
<td>B1</td>
</tr>
</tbody>
</table>

\(^{*}\)P LISBOA 109:

Postgraduate or Master programmes courses may 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: [https://ciencias.ulisboa.pt/en/oferta-formativa-0](https://ciencias.ulisboa.pt/en/oferta-formativa-0)

\(^{*}\)F NANCY43:

B1 level in French would be accepted for students in semester S5, S6, S7 and S8. B2 level in French is required to study in semester S9.

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.]

F NANCY 43:

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\(^5\) 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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)
• To prepare, receive and integrate mobile students and/or staff: Contact ensaia-exchanges@univ-lorraine.fr/delphine.laurant@univ-lorraine.fr
http://ensaia.univ-lorraine.fr/fr/content/lensaia-linternational
http://www.enstib.univ-lorraine.fr/fr/etudiants/ formations/

• Students are expected to choose a majority of their courses and/or credits in that subject area and department which is covered by the inter-institutional agreement.

• Unless specific French-courses are organized by their host department at Université de Lorraine, ERASMUS+ incoming students are welcome to sign up for free French-courses at the University level. For more information, please visit: https://defle-nancy.jimdo.com/formations-courses/erasmus/

• Université de Lorraine welcomes students and staff with disabilities and offers the necessary facilities and support. For more information and contact details, please visit: Students with disabilities: http://welcome.univ-lorraine.fr/en/living-at-ul/handicap

• For incoming PhD students: If the duration of the mobility of the incoming student exceeds one week, the access to some of the research laboratories of the University of Lorraine is conditioned by the clearance given by the Defense and Security Administration (Fonctionnaire Sécurité Défense - FSD).

PT LISBOA109: For further information regarding application procedure, academic calendar and other organisational aspects go to https://ciencias.ulisboa.pt/en/erasmus
The University of Lisboa welcomes students and staff with disabilities. Further information is available at: https://ciencias.ulisboa.pt/en/students-with-special-educational-needs

E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>F NANCY 43</td>
<td>For doctoral incoming students, applications are welcome at any time of the year, provided that the nomination is made at least 3 months before the beginning of the mobility, and the application submitted at least 2 months before the beginning of the mobility</td>
<td>For doctoral incoming students, applications are welcome at any time of the year, provided that the nomination is made at least 3 months before the beginning of the mobility, and the application submitted at least 2 months before the beginning of the mobility</td>
</tr>
<tr>
<td>1st and 2nd cycle mobility:</td>
<td>Nominations deadline: May 15th (send)</td>
<td>Nominations deadline: October 15th</td>
</tr>
<tr>
<td><strong>nominations to:</strong> <a href="mailto:drie-mobilite-contact@univ-lorraine.fr">drie-mobilite-contact@univ-lorraine.fr</a></td>
<td><strong>(send nominations to:</strong> <a href="mailto:drie-mobilite-contact@univ-lorraine.fr">drie-mobilite-contact@univ-lorraine.fr</a>)</td>
<td></td>
</tr>
<tr>
<td>Application deadline: May 31st</td>
<td>Application deadlines: October 31st</td>
<td></td>
</tr>
</tbody>
</table>

| P LISBOA 109 | **Application:** 30th of June | **Application:** 31st of October |

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

2. The receiving institution will send its decision within 4 weeks after the receipt of the complete application.

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

   *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.”*

5. Protection of personal data

   The Institutions acknowledge and agree that they will share personal data in order to fulfill their obligations under this Agreement, in particular to facilitate the functioning of the Exchange.

   The institutions recognize and agree that as far as personal data transmitted by one institution to another are concerned, each of the institutions is responsible for processing the processed data. Institutions are not co-responsible for treatment.

   Each of the institutions undertakes, as far as it is concerned in the implementation of this Agreement, to respect the provisions of the General Data Protection Regulation N° 2016/679 (GDPR), in particular the following principles: purpose of the processing, proportionality and relevance of the processed data, limited retention period, security and confidentiality of the data, application of the rights of the persons (access, rectification, opposition for legitimate reason, limitation, portability and erasure).
The institutions also undertake to implement the necessary measures to prevent personal data from being damaged, erased or unauthorized third parties having access to it.

F. Information

1. Grading systems of the institutions

P LISBOA 109: The Portuguese grading system expresses itself in values between 0 and 20, 10 being the minimum grade for approval.

F NANCY 43: Université de Lorraine’s grading system

In the French university system, each course unit is graded on a scale from 0 to 20 points, 0 being the lowest grade and 20 the highest grade.

Rating scale

The pass mark thresholds are as follows:

- $10 < \text{mark} < 12$ Acceptable
- $12 < \text{mark} < 14$ Satisfactory
- $14 < \text{mark} < 16$ Good
- $16 < \text{mark}$ Excellent

ECTS credits:

- 1 full academic year = 60 credits
- 1 semester = 30 credits
- 1 trimester = 20 credits

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:
<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA 109</td>
<td><a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a></td>
<td><a href="http://www.ulisboa.pt/en/inicio/mobility/practical-information/visas/">http://www.ulisboa.pt/en/inicio/mobility/practical-information/visas/</a></td>
</tr>
<tr>
<td>F NANCY 43</td>
<td><a href="http://welcome.univ-lorraine.fr/en/studies/students-helpdesk/request-visa">http://welcome.univ-lorraine.fr/en/studies/students-helpdesk/request-visa</a></td>
<td><a href="mailto:ensaia-exchanges@univ-lorraine.fr">ensaia-exchanges@univ-lorraine.fr</a></td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA 109</td>
<td><a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a></td>
<td><a href="http://www.ulisboa.pt/en/inicio/mobility/practical-information/insurance/">http://www.ulisboa.pt/en/inicio/mobility/practical-information/insurance/</a></td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA 109</td>
<td><a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a></td>
<td><a href="http://www.ciencias.ulisboa.pt/en/accommodation">http://www.ciencias.ulisboa.pt/en/accommodation</a></td>
</tr>
</tbody>
</table>
### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature*</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA 109</td>
<td>Prof. Luís Manuel Carriço, The Director of the Faculty of Sciences</td>
<td>15/10/19</td>
<td><img src="signature1.png" alt="Signature" /></td>
</tr>
<tr>
<td>F NANCY43</td>
<td>Pierre MUTZENHARDT, Président</td>
<td>25/10/19</td>
<td><img src="signature2.png" alt="Signature" /></td>
</tr>
</tbody>
</table>

*Scanned signatures are accepted*