



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020 **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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE DE LISBOA	P LISBOA109	erasmus@ulisboa.pt +351 210 113 482 +351 210 170 196 Faculdade de Ciências da Universidade de Lisboa Ana Matos Mobility Office internacional@fc.ul.pt Phone: +351 21750 0443 Fax: +351 21750 0162 Gabinete de Mobilidade, Estágios e Inserção Profissional Faculdade de Ciências da Universidade de Lisboa	http://www.ulisboa.pt/

		Edif. C5, sala 5.3.04 Campo Grande 1749-016 - Lisboa, Portugal Department of Geographic Engineering, Geophysics and Energy Prof. Fátima Sousa: fsousa@fc.ul.pt	
Alma Mater Studiorum Università di Bologna	I BOLOGNA01	Giovanna Filippini - Head of International Relations European Mobility Office General Administration - International Relations Division - Via Zamboni 33 - 40126 Bologna Phone: +39 0512088100 Fax: +39 0512086174 E-mail: erasmus@unibo.it Subject area coordinator: Tiziano Maestri Phone: +39 051 20 9 5212 E-mail: tiziano.maestri@unibo.it	www.unibo.it www.unibo.it/CourseUnits
[...]			

B. Mobility numbers per academic year

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. Each party will take this into consideration when organizing students selection.

FROM	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus code]	[Erasmus code]				

of the sending institution]	of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P LISBOA109	I BOLOGNA01	4437	Meteorology	1 st , 2 nd	1x6	//
		4439	Others - Geography, Geology	1 st , 2 nd	1x6	//
I BOLOGNA01	P LISBOA109	4437	Meteorology	1 st , 2 nd	1x6	//
		4439	Others - Geography, Geology	1 st , 2 nd	1x6	//

[*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	Campus	Number of staff mobility for Teaching		
					Number of staff members	Duration in weeks (max. 6 weeks)	Number of teaching hours per week (Min. 8)
P LISBOA109	I BOLOGNA01	4437	Meteorology	Bologna	1	1	8
I BOLOGNA01	P LISBOA109	4437	Meteorology		1	1	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 code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA109		Portuguese	English	B1 (Portuguese or English)	B2 (Portuguese or English)
I BOLOGNA01		Italian		A2	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

I BOLOGNA01: For more details on the language of instruction, see the course catalogue: www.unibo.it/CourseUnits

D. Additional requirements

P LISBOA109: Website Students and Staff with Disabilities:
<http://internacional.ulisboa.pt/>

I BOLOGNA01: Exchange students will normally be permitted to enter courses at I BOLOGNA01 unless these courses are subject to restricted enrolments.

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities: www.unibo.it/DisabledStudents.

E. Calendar

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

Receiving institution	Autumn term*	Spring term*
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[Erasmus code]	[month]	[month]
P LISBOA109	30 th June	31 st October
I BOLOGNA01	31 st July	15 th December

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

I BOLOGNA01: Student nominations must be sent to the following e-mail address: *incoming.diri@unibo.it*

2. The receiving institution will send its decision within 5 weeks.

I BOLOGNA01: will send its decision about acceptance to nominated students within five weeks upon receipt of nominations

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]*

A Transcript of Records will be issued by I BOLOGNA01 no later than five weeks after student departure.

4. Termination and modification of the agreement

In case of changes, the partners can amend the agreement (part B) and/or the attached info sheet data, which form an integral part of the agreement, at one academic year written notice, by sending an email to the institutional contact listed in part A. This means that a unilateral decision to modify the agreement must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1. Only in case of change of part B the drawing up/stipulation of a new agreement is required.

The agreement may be terminated by either side at one academic year written notice by sending an email to the institutional contact listed in part A. This means that a unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1.

The participants already nominated by their home university at the date of notice shall be permitted to complete the program. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

P LISBOA109 commits itself to communicate the new ECHE, the application for is actually pending, as soon as assigned to the Universidade de Lisboa beyond the transitory period 2013-14.

F. Information

1. Grading systems of the institutions :

P LISBOA109: Information readable at <http://www.fc.ul.pt/node/2036>

The ECTS grading tables of **I BOLOGNA01** are available at the following page:
www.unibo.it/ECTSgradingscale

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
P LISBOA109	Mobility Unit +351 210 113 482 +351 210 170 196 erasmus@ulisboa.pt Contact details: internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
I BOLOGNA01	Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

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
P LISBOA109	Mobility Unit +351 210 113 482 +351 210 170 196 erasmus@ulisboa.pt Contact details: internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
I Bologna 01	Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents



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	Mobility Unit +351 210 113 482 +351 210 170 196 erasmus@ulisboa.pt Contact details: internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
I BOLOGNA01	Student Accommodation and Information Service (SAIS) Phone number: +39 051 254423 E-mail address: sais@ceur.it	www.sais.ceur.it

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
P LISBOA109	Prof. JOSÉ ARTUR MARTINHO SIMÕES THE DIRECTOR OF THE FACULTY OF SCIENCES	31/04/2014	 
I BOLOGNA01	Dr. Giovanna Filippini, Head of International Relations	26/02/14	