



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017-2021<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</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	Website (eg. of the course catalogue)
Università di Siena	I SIENA01	Institutional Coord. Prof. Luca Verzichelli Dept. Coordinator: Prof. Annalisa Santucci Dipartimento Biotecnologie, Chimica e Farmacia  E-mail: <a href="mailto:annalisa.santucci@unisi.it">annalisa.santucci@unisi.it</a>	<a href="http://en.unisi.it">http://en.unisi.it</a>  <a href="http://www.unisi.it/scegli-il-tuo-percorso">http://www.unisi.it/scegli-il-tuo-percorso</a>  <a href="http://www.unisi.it/internazionale/exchange-student">http://www.unisi.it/internazionale/exchange-student</a>  <a href="http://www.unisi.it/internazionale/formativa-lingua-inglese/offerta-">http://www.unisi.it/internazionale/formativa-lingua-inglese /offerta-</a>
		International Relations Office, Outgoing students	<a href="mailto:erasmus.out@unisi.it">erasmus.out@unisi.it</a>  <a href="tel:+390577235201/5198/5199">Tel:+390577235201 /5198 /5199</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

		International Relations Office, Incoming students	incoming@unisi.it Tel: +390577235182 /5123 /5124
<b>UNIVERSIDADE DE LISBOA</b> <b>Faculty of Sciences</b>	<b>P LISBOA109</b>	<b>International Relations Office</b>  Ana Matos  Faculdade de Ciências da Universidade de Lisboa  Campo Grande, Ed. C4, 1749-016 Lisboa · Portugal T (+351) 217 500 443   Ext. 24115 <a href="mailto:internacional@ciencias.ulisboa.pt">internacional@ciencias.ulisboa.pt</a>  <b>Faculty Co-ordinator:</b>  Prof. Ana Paula Paiva <a href="mailto:appaiva@fc.ul.pt">appaiva@fc.ul.pt</a>	<a href="https://ciencias.ulisboa.pt/pt/oferta-formativa">https://ciencias.ulisboa.pt/pt/oferta-formativa</a>

#### 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]	Subj ect area code * [ISCE D]	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 *
I SIENA01	P LISBOA109	0531	Chemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and long cycle	2 x 6 months	2 x 6 months
P LISBOA109	I SIENA01	0531	Chemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and long cycle	2 x 6 months	2 x 6 months

<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>)

[\*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 *
I SIENA01	P LISBOA109	0531	Chemistry	1 x 1 months	1 x 1 months
P LISBOA109	I SIENA01	0531	Chemistry	1 x 1 months	1 x 1 months

### 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 <sup>5</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
I SIENA01		Italian	English (some courses)	<b>Italian</b> 1 <sup>st</sup> cycle: A2 2 <sup>nd</sup> and 3 <sup>rd</sup> cycle: B1 <b>English</b> 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> cycle: B1	<b>English B2</b>
P LISBOA109		Portuguese	English (*)	B1	English B2

(\*) **At the Faculty of Sciences of the University of Lisbon**, Postgraduate or Master programmes courses may be lectured in English in case there are non-Portuguese speaking students in class.

<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>

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

I SIENA01. The participation at the Welcome week being held on the last week of September (1<sup>st</sup> semester) and the last week of February (2<sup>nd</sup> semester) is strongly recommended.

The University of Siena has the infrastructure and staff to welcome students and staff with disabilities: <http://www.unisi.it/accoglienza-disabili-e-servizi-dsa>

P LISBOA109: Students and Staff with disabilities:  
<https://ciencias.ulisboa.pt/en/students-with-special-educational-needs>

#### E. Calendar

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

Receiving institution	Winter term <sup>6</sup> [month]	Summer term <sup>7</sup> [month]
I SIENA01	Nomination to: <a href="mailto:incoming@unisi.it">incoming@unisi.it</a> Deadline: May 31st	Nomination to: <a href="mailto:incoming@unisi.it">incoming@unisi.it</a> Deadline: October 31st
	Student's application to: <a href="mailto:incoming@unisi.it">incoming@unisi.it</a> Deadline June 30th	Student's application to: <a href="mailto:incoming@unisi.it">incoming@unisi.it</a> Deadline November 30th
I SIENA01: Academic Year (Courses Period)	October 1 <sup>st</sup> – February 28 <sup>th</sup> (Beginning of October – End of January)	March 1 <sup>st</sup> – July 31 <sup>st</sup> (Beginning of March – End of June)
P LISBOA109	Nomination to: <a href="mailto:internacional@ciencias.ulisboa.pt">internacional@ciencias.ulisboa.pt</a>	Nomination to: <a href="mailto:internacional@ciencias.ulisboa.pt">internacional@ciencias.ulisboa.pt</a>
P LISBOA109	Student's application to: Deadline: June, 30th	Student's application to: Deadline: October, 31st

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

2. The receiving institution will send its decision within 2 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 30 days after the assessment period has finished at the receiving HEI.
2. The Faculty of Sciences of the University of Lisbon will send its decision within 4 weeks from the student's application date.

<sup>6</sup> To be adapted in case of a trimester system.

<sup>7</sup> To be adapted in case of a trimester system.

#### 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>8</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.]*

I SIENA01. The grading system of the University of Siena is available at: <http://www.unisi.it/internazionale/studio-e-lavoro-allestero/riconoscimento-attivita%20didattiche-svolte-allestero>

P LISBOA109: The grading system of the Faculty of Sciences of the University of Lisbon, is available at: <https://ciencias.ulisboa.pt/en/about-ciencias#toc2>

### **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>
I SIENA01	International Relations Office, Incoming students: incoming@unisi.it Tel: +3905775182 /5123 /5124	<a href="http://en.unisi.it/international/general-information-students/entry-visa-and-temporary-residency-permit">http://en.unisi.it/international/general-information-students/entry-visa-and-temporary-residency-permit</a>
P LISBOA109	internacional@ciencias.ulisboa.pt +351 21750 0443	<a href="http://www.ulisboa.pt/en/inicio/mobility/practical-information/visas/">http://www.ulisboa.pt/en/inicio/mobility/practical-information/visas/</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

<sup>8</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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
I SIENA01	International Relations Office, Incoming students: <a href="mailto:incoming@unisi.it">incoming@unisi.it</a> <a href="mailto:erasmus.out@unisi.it">erasmus.out@unisi.it</a> Tel: +390577235182/5123/5124 /5201/5198/5199	<a href="http://www.unisi.it/didattica/usiena-welcome/assicurazioni-gli-studenti">http://www.unisi.it/didattica/usiena-welcome/assicurazioni-gli-studenti</a>
P LISBOA109	<a href="mailto:internacional@ciencias.ulisboa.pt">internacional@ciencias.ulisboa.pt</a> +351 21750 0443	<a href="https://ciencias.ulisboa.pt/pt/erasmus">https://ciencias.ulisboa.pt/pt/erasmus</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
I SIENA01	International Relations Office, Incoming students: <a href="mailto:incoming@unisi.it">incoming@unisi.it</a> Tel: +390577235182 /5123 /5124	<a href="http://en.unisi.it/international/general-information-students/accommodation">http://en.unisi.it/international/general-information-students/accommodation</a>  <a href="http://www.unisi.it/internazionale/international-place/vivere-siena/alloggio">http://www.unisi.it/internazionale/international-place/vivere-siena/alloggio</a>
P LISBOA109	<a href="mailto:internacional@ciencias.ulisboa.pt">internacional@ciencias.ulisboa.pt</a> +351 21750 0443	<a href="https://ciencias.ulisboa.pt/en/accommodation">https://ciencias.ulisboa.pt/en/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
I SIENA01	Prof. Luca Verzichelli ProRector for International Relations	25/11/2017 	
P LISBOA109	Prof. José Artur Martinho Simões The Director of the Faculty of Sciences	21/12/2017 	 ULisboa

<sup>9</sup> Scanned signatures are accepted