



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021 between programme countries

#### [Minimum requirements]<sup>2</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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Universidade de Lisboa Faculty of Sciences	P LISBOA109	Ana Matos Mobility Office Faculty of Sciences Campo Grande, 1749-016, Lisboa, Portugal <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443 +351 21750 0162	<a href="http://www.ulisboa.pt">www.ulisboa.pt</a>  <a href="http://www.fc.ul.pt/pt/cursos?refer=3">http://www.fc.ul.pt/pt/cursos?refer=3</a>
Università Degli Studi di Trieste	I TRIESTE 01		

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

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## 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]	Subject area code [ISCED ]	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
P LISBOA109	I TRIESTE 01	0511	Biology	2 <sup>nd</sup> and 3 <sup>rd</sup>	1x5	
I TRIESTE 01	P LISBOA109	0511	Biology	2 <sup>nd</sup> and 3 <sup>rd</sup>	1x5	

*[total number of months of the study periods or average duration\*]*

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code *	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
P LISBOA109	I TRIESTE 01				
I TRIESTE 01	P LISBOA109				

*[total number of days of teaching periods or average duration\*]*

## 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	Optional: Subject	Language of	Language of	Recommended language of instruction level <sup>5</sup>
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<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>)

[Erasmus code]	area	instruc- tion 1	instruc- tion 2	Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
P LISBOA109		Portuguese		B1	B2
I TRIESTE 01					

For more details on the language of instruction recommendations, see the course catalogue of each Institution:

P LISBOA109: <http://www.fc.ul.pt/pt/cursos?refer=3>

#### D. Additional requirements

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA109	June, 30 <sup>th</sup>	October, 31 <sup>st</sup>
I TRIESTE 01		

[\* 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.
4. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

#### F. Information

<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.redefop.europa.eu/en/resources/european-language-levels-cefr>

### **1. Grading systems of the institutions**

**P LISBOA109** : 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

<b>ECTS Grade</b>	<b>Portuguese Grade</b>
A	18-20
B	16-17
C	14-15
D	10-13
F/FX	Fail

### **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>
P LISBOA109	<a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443	<a href="http://internacional.ulisboa.pt/">http://internacional.ulisboa.pt/</a>
I TRIESTE 01		

### **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:

<b>Institution</b> {Erasmus code}	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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## ANNEX I TRIESTE01

### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
ITRIESTE01	0511	Italian		B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

#### University of Trieste

**I TRIESTE01:** Integration of mobile students: Welcome Days, tutoring, Italian Lessons, Selections are made by fixed criteria: <http://www.units.it/internationalia>

**Disabled students:** <http://www2.units.it/disabili/>

**Administrative contact to which Transcript of Record and Attendance certificate have to be sent**

Name of the institution (and department, where relevant)	Erasmus code	Contact details for Transcript of Records and attendance certificate <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Università di Trieste	I TRIESTE01	Ripartizione Mobilità Internazionale Piazzale Europa, 1 I-34127 Trieste <a href="mailto:mobilta.outgoing@amm.units.it">mobilta.outgoing@amm.units.it</a>	<a href="http://www2.units.it/internationalia/">http://www2.units.it/internationalia/</a>

<sup>1</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>

<sup>2</sup> Contact details to send ToR and attendance certificate for outgoing students .

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I TRIESTE01	<b>May</b> –to be confirmed by official mail year by year	<b>November-</b> to be confirmed by official mail year by year

2. The receiving institution will send its decision within 4 weeks from nomination deadline. The University of Trieste will send its acceptance by email directly to the students.

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.

4. Termination of the agreement

Any unilateral or bilateral decision to discontinue or modify the exchanges will be notified to the other party by 1 September 20XX and it will only take effect as of 1 September 20XX+1. 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

**University of Trieste:** web page link :<http://www2.units.it/internationalia/it/policy/>

### 2. Visa

#### University of Trieste

According to the requirements of the Erasmus Charter for Higher Education the University of Trieste will assist those of its incoming mobile staff/students who need a visa by issuing in a timely manner, upon request, the necessary documentation for the visa application (i.e. letters confirming staff/students status at the institution)

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 TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/internationalia/en/erasmus/">http://www2.units.it/internationalia/en/erasmus/</a>

### 3. Insurance

#### University of Trieste

According to the requirements of the Erasmus Charter for Higher Education insurance cover is the responsibility of the mobile participant. In cases in which insurance cover is not automatically provided, the University of Trieste will inform and assist mobile participants.

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 TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a>	<a href="http://www2.units.it/internationalia/en/erasmus/">http://www2.units.it/internationalia/en/erasmus/</a>

	Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m.. Phone: +39 040 558 3024/2569	
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#### 4. Housing

##### University of Trieste

According to the requirements of the Erasmus Charter for Higher Education the University of Trieste will guide incoming mobile participants in finding accommodation on the private market by providing websites offering rooms/flats on rent, associations offering accommodation and/or ESN service. Only few rooms are available at the Students hostel for students coming from non EU countries. Availability of rooms may be subject to change year by year.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/internationalia/en/erasmus/">http://www2.units.it/internationalia/en/erasmus/</a>

##### University of Trieste

##### Erasmus Student Network

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>ESN service:</b> Piazzale Europa, 1 I-34127 Trieste <a href="mailto:info@esntrieste.it">info@esntrieste.it</a>	<a href="http://www.esntrieste.it">http://www.esntrieste.it</a>

P LISBOA109	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
I TRIESTE 01		


#### 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	internacional@fc.ul.pt +351 21750 0443	http://internacional.ulisboa.pt/
I TRIESTE 01		

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
P LISBOA109	Prof. José Manuel Pinto Paixão, The Director of the Faculty of Sciences	10.02.2014	
I TRIESTE 01			

19 FEB 2014  
 Delegato del Rettore  
 prof. 



<sup>6</sup> Scanned signatures are accepted