



## Erasmus+ Programme

### Key Action 1: Higher Education Student and Staff Mobility

#### Inter-institutional agreement 2014/15-2016/17

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.

For the avoidance of doubt, nothing herein is intended to diminish the full autonomy of either Institution. This Agreement constitutes the entire agreement between the parties, and supersedes all prior communications and agreements with respect to the subject matter.

#### A Institutional Information

Name of participating School and Institution and Erasmus ID code	Contact details and website
University of Glasgow UK GLASGOW01	<p><b>Institutional Co-ordinator:</b> Colette McGowan, Deputy Head of Admissions – Study Abroad <b>Main Contact:</b> Lynsey Dinwoodie, European Exchanges Coordinator R210, John Macintyre Building, University of Glasgow, Glasgow UK G12 8QQ T: +44 (0) 141 330 3714 E: <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a>; <a href="mailto:lynsey.dinwoodie@glasgow.ac.uk">lynsey.dinwoodie@glasgow.ac.uk</a></p> <p><b>Academic Co-ordinator:</b> Dr. Helen Purchase T: +44 (0) 141 330 4484 E: <a href="mailto:Helen.Purchase@glasgow.ac.uk">Helen.Purchase@glasgow.ac.uk</a></p> <p>Incoming Information: <a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/">www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/</a></p> <p>Course Catalogue: <a href="http://www.gla.ac.uk/coursecatalogue/">www.gla.ac.uk/coursecatalogue/</a></p>
Universidade de Lisboa P LISBOA109	<p>Ana Matos Faculty of Sciences Mobility Office Faculdade de Ciências da Universidade de Lisboa Campo Grande, 1749-016, Lisboa Portugal <a href="mailto:internacional@fc.ul.pt">internacional@fc.ul.pt</a> +351 21750 0443; +351 21750 0162 Informatics Erasmus Departmental Coordinator: André Falcão; <a href="mailto:afalcao@di.fc.ul.pt">afalcao@di.fc.ul.pt</a></p> <p><a href="http://www.fc.ul.pt">www.fc.ul.pt</a> <a href="http://www.fc.ul.pt/pt/cursos?refer=3">http://www.fc.ul.pt/pt/cursos?refer=3</a></p>

## B Mobility numbers and subjects per academic year

During the term of this Agreement, places will be made available at each Institution on an annual basis according to the target numbers below. However, in order to ensure reciprocity, the number of places available may be reviewed. The partners commit to amend the table where applicable by no later than the end of January in the preceding academic year. Both Institutions will endeavour to ensure balance over the term of this Agreement.

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Study cycle</b> [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	<b>Number of student mobility periods</b> Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*]
UK GLASGOW 01	P LISBOA109	061	Computing Science	1 <sup>st</sup> , 2nd	1 student for 9 months in total
P LISBOA109	UK GLASGOW 01	061	Computing Science	1 <sup>st</sup> , 2nd	1 student for 9 months in total

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b> Staff Mobility for Teaching Staff Mobility for Training * [total number of days of teaching periods or average duration*]
UK GLASGOW 01	P LISBOA109	061	Computing Science	1 staff member for 5 days
P LISBOA109	UK GLASGOW 01	061	Computing Science	1 staff member for 5 days

**UK GLASGOW01:** All staff mobility will be dependent upon the capacity of the receiving department at that particular time. Both institutions recognise that there may be years in which staff mobility cannot be accommodated.

## 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
UK GLASGOW01	English	N/A (Exception: School of Modern Languages)	B2*	C1
P LISBOA109	Portuguese	English**	B1	

\* Under the Common European Framework of Reference for Languages (CEFR)

**UK GLASGOW01:** For more details on the language requirements and proof required, please see our online F.A.Q at:  
[www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/frequentlyaskedquestions/](http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/frequentlyaskedquestions/)

\*\* PLISBOA 109: Postgraduate programmes 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: <http://www.fc.ul.pt/pt/cursos?refer=3>

## D Additional requirements

**UK GLASGOW01:**

Exchange Students will enrol in a standard full-time study load and are required to complete all relevant assessment in order to obtain credit. A full course load is comprised of 120 Glasgow credits (=60 ECTS) for a full academic year, or 60 Glasgow credits (=30 ECTS) for one semester.

Exchange students are expected to take the majority of their courses in the subject of the agreement. Courses from other subjects may be requested, but are subject to the relevant academic assessment and approval and departmental policy.

We have the infrastructure to welcome students and staff with disabilities. Please see the Disability Service webpage for further information:  
[www.gla.ac.uk/services/disability/support/](http://www.gla.ac.uk/services/disability/support/)

P LISBOA02

## E Calendar

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

Receiving institution	Autumn term	Spring term
UK GLASGOW01	Semester 1 and full year: Nominations: 20 April Applications: 1 May	Semester 2: Nominations: 1 November Applications: 15 November
P LISBOA109	30 June	31 October

2. The receiving institution will normally send its decision within 6 weeks of the application deadline.
3. A Transcript of Records will normally be issued by the host institution no later than 5 weeks after the assessment period has finished at the host institution.

**UK GLASGOW01:** The assessment period normally includes the grading and exam board approval. For Full Year students, the transcript will be issued only after the end of the second semester of study.

- 5 This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. 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

### 1 Grading Systems

**UK GLASGOW01:**

Please see:

[www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/](http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/)

[www.gla.ac.uk/international/abroadexchange/exchangeprogramme/europeancredittransfersystem/](http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/europeancredittransfersystem/)

**P LISBOA109:** <http://www.fc.ul.pt/node/2036>

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

## 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.

**UK GLASGOW01:** The University will provide students with the relevant sponsorship documentation and information to assist in obtaining a student visa. Our International Student Advisers can provide advice. The individual student is responsible for applying for the necessary visa and any attendant supporting documentation and fees. The University of Glasgow cannot accept responsibility for applications which are returned as invalid or are refused.

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

Institution	Contact details	Website
UK GLASGOW 01	International Student Support Team +44 (0) 141 330 7000 <a href="mailto:internationalstudentsupport@glasgow.ac.uk">internationalstudentsupport@glasgow.ac.uk</a>	<a href="http://www.gla.ac.uk/international/support/immigrationandvisas/">www.gla.ac.uk/international/support/immigrationandvisas/</a>
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>

## 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	Contact details	Website
UK GLASGOW 01	Erasmus Team: <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a>	<a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/">www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/</a>
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>

#### 4 Accommodation

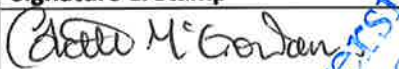

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

**UK GLASGOW 01:** Accommodation is not guaranteed, but the Host Institution will make every reasonable effort to assist inbound students. Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the Host Institution's stipulated deadline. Accommodation, if provided, will be charged at the standard rates.

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

Institution	Contact details	Website
UK GLASGOW01	Residential Services Team T: +44 (0) 141 330 4743 E: <a href="mailto:accom@glasgow.ac.uk">accom@glasgow.ac.uk</a>	<a href="http://www.gla.ac.uk/undergraduate/accommodation/admissionpolicy/socrateserasmus/">www.gla.ac.uk/undergraduate/accommodation/admissionpolicy/socrateserasmus/</a>
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>

#### G Signatures (legal representatives)

Institution	Name and function	Date	Signature & Stamp
UK GLASGOW01	Colette McGowan Deputy Head of Admissions – Study Abroad Institutional Coordinator	5/2/14.	 
P LISBOA109	Prof. José Manuel Pinto Paixão The Director of the Faculty of Sciences	04.02.14	