



Erasmus+ Programme

Key Action 1 - Mobility for learners and staff - Higher Education Student and Staff Mobility Inter-institutional¹ agreement 2014-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
Universidade de Lisboa	P LISBOA109	Unit of International Academic Programmes internacional@ulisboa.pt +351 210 113 482/+351 210 170 196	www.ulisboa.pt
Faculty of Sciences (FCUL)	P LISBOA109	Mobility Office internacional@fc.ul.pt +351 21750 0443	www.fc.ul.pt
Department of Statistics and Operational Research	P LISBOA109	Prof. Salomé Cabral deiomobilidade@fc.ul.pt	
University of Sheffield	UK SHEFFIE01	Mrs D Stevenson, Head of International Exchanges ieu@sheffield.ac.uk +44 114 222 1253 Prof Vladimir Bavula School of Mathematics & Statistics v.bavula@sheffield.ac.uk +44 112 222 3833	www.sheffield.ac.uk/erasmus/incoming/before

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.

B. Mobility numbers⁴ per 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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
P LISBOA109	UK SHEFFIE01	462	Statistics	1 st , 2 nd	1x9= 9 months	-
UK SHEFFIE01	P LISBOA109	462	Statistics	1 st , 2 nd	1x9=9 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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA109	Statistics	Portuguese	*	B1	
UK SHEFFIE01		English		B2	B2

⁴ 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>)

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>

*for Postgraduate or Master programmes courses please see the field “Teaching language” in the course catalogue: <http://www.fc.ul.pt/pt/cursos?refer=3>

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

D. Additional requirements

UK SHEFFIE01

- Students must select 120 Sheffield credits for a full academic year or 60 Sheffield credits for one semester.
- Students must select 100% of their modules from the host academic department into which they have been nominated.

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 th	October, 31 st
UK SHEFFIE01	Student application deadline – late June	Student application deadline – late October

2. The receiving institution will send its decision within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The agreement shall remain in force until the end of 2020/21 academic year. During that period, the two partner institutions will review the exchange annually for any imbalances in the number of exchange students and will adjust the number of students to be exchanged accordingly. The agreement may be terminated by either party with six months’ notice to the other in writing but may at any time be revised or modified by mutual written consent. The termination will not affect the students in completing their expected period of activities at the host institutions.

F. Information

Grading systems of the institutions

PLISBOA109 (FCUL): 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

UK SHEFFIE01: www.shef.ac.uk/erasmus/incoming/arrive/grades-autumn

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	internacional@fc.ul.pt +351 21750 0443	www.internacional.ulisboa.pt
UK SHEFFIE01	Immigration Team, ISSG Email: international.students@shef.ac.uk Tel: +44 114 222 1374	www.shef.ac.uk/newstudents/international/immigration

3. Insurance

The sending and receiving institutions will provide information on 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	internacional@fc.ul.pt +351 21750 0443	www.internacional.ulisboa.pt
UK SHEFFIE01	ISSG Email: international.students@shef.ac.uk Tel: +44 114 222 1374	www.shef.ac.uk/newstudents/international


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 LISBOA10 9	internacional@fc.ul.pt +351 21750 0443	www.internacional.ulisboa.pt
UK SHEFFIE 01	Accommodation Office Email: accommodationoffice@shef.ac.uk Tel: +44 114 222 4488	www.sheffield.ac.uk/erasmus/incoming/before/accommodation-info

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
P LISBOA109	Prof. José Manuel Pinto Paixão, The Director of the Faculty of Sciences	28.01.2014	
UK SHEFFIE01	Mrs D Stevenson, Head of International Exchanges Unit	07/02/2014	See below



D Stevenson
International Exchanges Unit
University of Sheffield
Tel: +44 (0)114 222 1230
Email: ieu@sheffield.ac.uk

⁶ Scanned signatures are accepted