



# Erasmus+ Programme, Inter-institutional agreement 2014/15-2020/21

between programme countries. Key Action 1

- Mobility for learners and staff – Higher Education, Student and Staff  
Mobility

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 Coimbra	P COIMBRA01	<p><b>Filomena Marques de Carvalho</b> ERASMUS Institutional Coordinator DRI - International Relations Unit University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003 Email: <a href="mailto:dri@uc.pt">dri@uc.pt</a> <b>Maria Teresa Silva</b>   Incoming Students <a href="mailto:mteresa@uc.pt">mteresa@uc.pt</a> <b>Ana Isabel Ferreira</b>   Outgoing Students <a href="mailto:anisabel@uc.pt">anisabel@uc.pt</a> <b>Ana Machado</b>   Teaching Staff / Staff Exchange <a href="mailto:dri.mobilidade@uc.pt">dri.mobilidade@uc.pt</a> <b>Bilateral Agreements:</b> <a href="mailto:dri.projects@uc.pt">dri.projects@uc.pt</a></p> <p><b>Departmental Coordinator Faculty of Medicine (FMUC)</b> Prof. Marília Dourado ATTN: Dra. Nicole Dourado, Faculty IRO Phone: +351 239 857 729/55 Fax: +351 239 857 757 email: <a href="mailto:a.mri@fmed.uc.pt">a.mri@fmed.uc.pt</a></p>	<p><b>Website:</b> <a href="http://www.uc.pt/en/driic">http://www.uc.pt/en/driic</a></p> <p><b>Information for Incoming students:</b> <a href="http://www.uc.pt/en/driic/mobilidade/in/">http://www.uc.pt/en/driic/mobilidade/in/</a></p> <p><b>Course Catalogue:</b> <a href="http://www.uc.pt/en/ects/catalogo">http://www.uc.pt/en/ects/catalogo</a></p> <p><b>Academic Calendar:</b> <a href="http://www.uc.pt/en/ects/info_inst/calendario_academico/">http://www.uc.pt/en/ects/info_inst/calendario_academico/</a></p>
Università degli Studi di Messina	I MESSINA01	<p><b>Institutional Coordinator: Dott.ssa Grazia De Tuzza</b> Settore Relazioni Internazionali - Piazza S.Pugliatti, 1 I-98122 Messina Italy Phone: +39 090 6768531 +39 090 6768532 Fax: +39 090 6768332 Email: <a href="mailto:relint@unime.it">relint@unime.it</a></p> <p><b>Departmental Coordinator: Prof. Alessio Asmundo</b> Dept. of Clinical and Experimental Medicine Phone: +390902213883/3880 Email : <a href="mailto:alessio.asmundo@unime.it">alessio.asmundo@unime.it</a></p>	<p><a href="http://www.unime.it">http://www.unime.it</a></p>

## B. Mobility numbers 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.

### Student Mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> )	Total Number of students/Total number of months
					Student Mobility for Studies
P COIMBRA01	I MESSINA01	0912	Medicine	1 <sup>st</sup> and 2 <sup>nd</sup>	3 students x 9 months each = 27
I MESSINA01	P COIMBRA01	0912	Medicine	1 <sup>st</sup> and 2 <sup>nd</sup>	3 students x 9 months each = 27

### Staff Mobility for Teaching

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days
				Staff Mobility for Teaching STA
P COIMBRA01	I MESSINA01	0912	Medicine	5 days (8 hours minimum)
I MESSINA01	P COIMBRA01	0912	Medicine	2/14

## 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 area ISCED	Language of instruction 1	Language of instruction 2	Language of instruction 3	Recommended language of instruction level	
					Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching
P COIMBRA01		Portuguese	English		B1 (Min.)	B2 (Min.)
I MESSINA01		Italian	Italian	English (teachers / staff)	B1 (*)	B2

### **I MESSINA01: Comments**

- (\*) There is no specific language level required, but it is deemed understood that students must have the necessary level to be able to attend lessons and sit exams.
- During both semesters, Italian basic language courses are offered (free of charge).

## D. Additional requirements

### P COIMBRA01:

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

## Infrastructure to welcome students and staff with disabilities

### P COIMBRA01:

The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo, Largo de D. Dinis, Apartado 3026, 3001-401 Coimbra

Tel: +351 239 857000, E-mail: [atped@ntp.uc.pt](mailto:atped@ntp.uc.pt)

[http://www.uc.pt/en/sasuc/Quick\\_search/Integration\\_Counselling/nee](http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee)

### I MESSINA01

The University of Messina welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please see the following link: [http://www.unime.it/sezione\\_disabili/](http://www.unime.it/sezione_disabili/)

## E. Calendar

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

Receiving institution	Winter term [Sept / Jan] or one academic year	Summer term [Feb / May]
P COIMBRA01	June, 1st	November, 1st
I MESSINA01	Nomination deadline: May 15th Application Form: May 30 <sup>th</sup>	Nomination deadline: October 15 <sup>th</sup> Application Form: October 30 <sup>th</sup>

### I MESSINA01

For more info see:

- <http://relint.unime.it/en/mobilita-in-entrata/>
- <http://relint.unime.it/en/mobilita-in-entrata/studio/>

### P COIMBRA01:

- Partner institutions should send nominations to **Regina Freitas** [dri.intstudy@uc.pt](mailto:dri.intstudy@uc.pt)
- **Online applications** at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

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.

*[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

**This agreement shall remain in force until the end of the Programme (2020/21).** However, 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 of the institutions

**P COIMBRA01:** [http://www.uc.pt/en/ects/info\\_inst/sg-ma/](http://www.uc.pt/en/ects/info_inst/sg-ma/)

**I MESSINA01**

<http://relint.unime.it/en/internazionalizzazione/diploma-supplement/>  
<http://relint.unime.it/files/2012/09/Tabelle-di-Conversione-voti-con-il-sistema-ECTS-DM270-04.pdf>

### 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
<b>P COIMBRA01</b>	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/driic/mobilidade/ac/">http://www.uc.pt/en/driic/mobilidade/ac/</a>
<b>I MESSINA01</b>	<a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf">http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf</a> (see Compulsory fulfillments-Italian immigration rules)

### 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
<b>P COIMBRA01</b>	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/ects/info_caracter_geral/">http://www.uc.pt/en/ects/info_caracter_geral/</a>
<b>I MESSINA01</b>	<a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a> (see Health insurance)

### 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
<b>P COIMBRA01</b>	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: <a href="mailto:alojamentos@sas.uc.pt">alojamentos@sas.uc.pt</a>	<a href="http://www.uc.pt/go/accommodation">www.uc.pt/go/accommodation</a>
<b>I MESSINA01</b>	<a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a> (see Accommodation and meals)

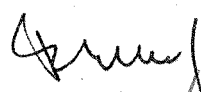
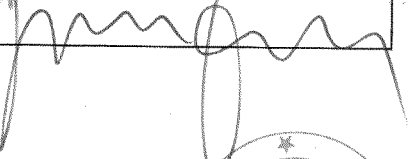
### 5. Student Services

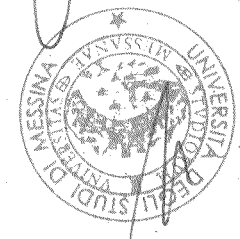
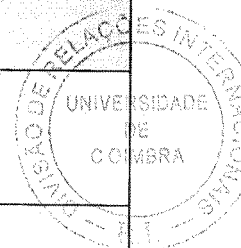
Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA01		
I MESSINA01	<a href="mailto:relint@unime.it">relint@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a>

I MESSINA01

<http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/>

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

Institution	Name function	Date	Signature <sup>1</sup>
P COIMBRA01	<b>Filomena Marques de Carvalho</b> <b>ERASMUS Institutional Coordinator</b>	24-04-2014	
I MESSINA01	<b>Prof. Pietro Navarra</b> <b>Rector</b>	19 MAG. 2014	



<sup>1</sup> Scanned signatures are accepted

*Handwritten initials: A CR*