Erasmus+ Programme – Key Action 1

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

Inter-institutional agreement for the academic years 2014/2020 between programme countries

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
University of Salamanca	E SALAMAN02	**Institutional Coordinator:** Vice- Rector for Internationalisation Cardenal Pla y Deniel nº 22, 1º 37008 Salamanca (Spain) Tf: +34 923294426 erasmus@usal.es **Departamental Coordinator:** Prof. Marcelino Llorente Malagón Faculty/School of Fine Arts Avda de la Merced S/N 37005 Salamanca (Spain) Tf: +34 923294622 malagon@usal.es	
INSTITUTO POLITECNICO DE CASTELO BRANCO	P CASTELO 01	**Dr.ª Conceição Baptista** Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600 **Departamental Coordinator:** Prof. Ana Sofia Marcelo ana.marcelo@ipcb.pt	

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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	*Subject area code* * [ISCED]	*Subject area name*	*Study cycle[1] [1st , 2nd or 3rd]*	*Number of student mobility periods[2]*
E SALAMAN02	P CASTELO 01	21	Art and Design	1st	2x9=18
P CASTELO 01	E SALAMAN02	21	Art and Design	1st	2x9=18

Staff Mobility for Teaching

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[3]*
E SALAMAN02	P CASTELO 01	21	Art and Design	5 days
P CASTELO 01	E SALAMAN02	21	Art and Design	5 days

***ISCED Area Code:** *http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*

[1] **1st: Undergraduate, 2nd: master or 3rd: PhD.** - Faculties or Schools at the University of Salamanca are allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility exchanges, the names of the specific programs must be specified and will require the approval of the Directors or relevant Academic Commissions.

[2] Total number of months of the study period.

[3] Total number of days of teaching periods or average duration.

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 lang

uage skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Language of instruction	Recommended language of instruction level[4]	
		Student Mobility for Studies	Staff Mobility for Teaching
E SALAMAN02	Spanish	Minimum recommended level: B1 No certificate required	Minimum recommended level: B2 No certificate required
P CASTELO01	Portuguese	Portuguese or English B1	Portuguese or English B1

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

[4] 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

D. Additional requirements

Support is offered to students and staff with special need or disability. See http://sas.usal.es

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E SALAMAN 02	15th July	15th July
P CASTELO01	May, 31 st (April 30th for students with visa requirement)	November, 30 th (October 31st for students with visa requirement)

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

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

   In the event of unilateral termination of the inter-institutional agreement, 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.
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 Salamanca grading system

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade correspond to a qualitative grade as follows: Suspenso (Fail): 0-4.9 – Aprobado (Pass): 5-6.9 – Notable (Good):7-8.9 – Sobresaliente (Very Good): 9-10 – Matricula de Honor: A special mention for outstanding performance limited to a maximum of 2 % of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out to 10.

P CASTELO 01: ECTS credits

1 full academic year = 60 credits
1 semester = 30 credits

The Portuguese grading scale is from 0 to 20.
- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 – Excellent

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
E SALAMAN 02	International Relations Office e-mail: erasmus@usal.es Tel: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN/aspx/page.aspx

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
E SALAMAN02	International Relations Office e-mail: erasmus@usal.es Tel: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
P CASTELO01	European Commission (Employment, Social Affairs & Inclusion)	European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559 http://www.ipcb.pt/en/index.php/before-departure

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
E SALAMAN02	University of Salamanca Residence Halls	http://www.usal.es/residen/
	University Guidance Office (Flats, rooms, houses...) e-mail: sou@usal.es	http://sou.usal.es/Alojamiento
P CASTELO01	Paula Ribeiro gri@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
E SALAMAN02	**Departmental Coordinator**	12/12/13	
	Vº Bº Vice-Rector for Internationalisation	16/12/13	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	29/11/2013	

[5] *Scanned signatures are accepted*