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Eesti Maaülikool
Estonian University of Life Sciences

Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21
between programme countries

Minimum requirements

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 (e.g. of the course catalogue)
EESTI MAAÜLIKOOL, ESTONIAN UNIVERSITY OF LIFE SCIENCES	**EE TARTU01**	Institutional Erasmus Coordinator: Ms Külli Kõrgesaar Kreutzwaldi 1, Tartu 51014 ESTONIA Tel: +372 7 313020; Fax: +3727422862; @ : kylli.korgesaar@emu.ee	www.emu.ee
INCOMING STUDENTS COORDINATOR:	**EE TARTU01**	Meeli Rannastu Kreutzwaldi 1, Tartu 51014 ESTONIA Tel: +372 7 313074; @ : meeli.rannastu@emu.ee	https://www.emu.ee/en/studies/courses-in-english/
INSTITUTO POLITÉCNICO DE CASTELO BRANCO	**P CASTELO01**	Institutional Erasmus Coordinator Conceição Baptista Av. Pedro Álvares Cabral, nº 12 - 6000-084 Castelo Branco - Portugal. Tel: + 351 272 339 600 Fax: + 351 272 339 601 Mail: cbaptista@ipcb.pt	Erasmus incoming information Website: www.ipcb.pt/en

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 (SMS)

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, 1st , 2nd or 3rd]*	Number of student mobility periods Student Mobility for Studies *[total number of months of the study periods or average duration]*
EE TARTU01	**P CASTELO01**	081 071	Agriculture; Engineering & engineering trades	1st , 2nd, 3rd	2 students for 10 months each
P CASTELO01	**EE TARTU01**	081 071	Agriculture; Engineering & engineering trades	1st , 2nd, 3rd	2 students for 10 months each

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 Staff Mobility for Teaching *[total number of days of teaching periods or average duration *]*	*Staff Mobility for Training* *
P CASTELO01	**EE TARTU01**	081 071	Agriculture; Engineering & engineering trades	2 for 5 days	0
EE TARTU01	**P CASTELO01**	081 071	Agriculture; Engineering & engineering trades	2 for 5 days	0

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[1]	
				Student Mobility for Studies [*Minimum recommended level: B1*]	Staff Mobility for Teaching [*Minimum recommended level: B2*]
EE TARTU01	Agriculture; Engineering & engineering trades		B2 English (school certificate)	B2	B2 English (school certificate)
P CASTELO01	Agriculture; Engineering & engineering trades	Portuguese	English	B1	B2

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

D. Additional requirements

EE TARTU01:
Information on admission:
https://www.emu.ee/en/studies/admission/
Information on practical arrangements:
https://www.emu.ee/en/student-life/practical-information/campus-services
Information on students and staff with disabilities:
https://www.emu.ee/en/student-life/practical-information/campus-services/

P CASTELO01

http://www.ipcb.pt/en/index.php/before-departure

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
EE TARTU01	Nomination: 15 May Application: 01 June	Nomination: 15 November Application: 01 December
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

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

2. The receiving institution will send its decision within 6 weeks.

Transcript of Records

[1] 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

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

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 ahead must be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

EE TARTU01:

1. Partner institutions should send nominations to: kylli.korgesaar@emu.ee
2. The receiving institution will send its decision within 4 weeks.

P CASTELO01:
Partner institutions should send nominations to: cbaptista@ipcb.pt
The receiving institution will send its decision within 4 weeks.

Transcript of Records
A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.
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 ahead must be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

EE TARTU01:

Academic achievement is graded under two systems: A-B-C-D-E-F and Pass-Fail system. Regular examinations (*eksam* in Estonian) use a scale ranging from A (highest) to F (fail). The scale is defined as follows:

A	excellent	outstanding performance	91-100%
B	very good	outstanding performance with some errors	81-90%
C	good	generally sound work with a number of notable errors	71-80%
D	Satisfactory	fair but with significant shortcomings	61-70%
E	poor	some knowledge of the subject but severe shortcomings	51-60%
F	fail	unsatisfactory knowledge	0-50%

Prelims or Pass-Fail examinations (*arvestus* in Estonian) award the student either a pass or a fail. Please be aware that grade *pass* **is not equal to grade** *satisfactory.*

P CASTELO01

P CASTELO 01: ECTS credits and scale:
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
EE TARTU01	Meeli Rannastu Kreutzwaldi 1, Tartu 51014 ESTONIA Tel: +372 7 313074; @ : meeli.rannastu@emu.ee	https://www.emu.ee/en/studies/admission/degree-students/country-specific-requirements/
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
EE TARTU01	Meeli Rannastu Kreutzwaldi 1, Tartu 51014 ESTONIA Tel: +372 7 313074; @ : meeli.rannastu@emu.ee	https://www.emu.ee/en/student-life/estonia/health-and-safety/
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
EE TARTU01	Meeli Rannastu Kreutzwaldi 1, Tartu 51014 ESTONIA Tel: +372 7 313074; @ : meeli.rannastu@emu.ee	https://www.emu.ee/en/student-life/practical-information/student-accommodation/
EE TARTU01	Accommodation application form: (open from the first week of August)	https://yhiselamud.emu.ee/Kohataotlus.aspx
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[2]
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	12/02/2014	
EE TARTU01	Külli Kõrgesaar Erasmus Institutional Coordinator University of Life Sciences	10.02.2014	
EE TARTU01	Mait Klaassen Rector of the Estonian University of Life Sciences	10.02.2014	

[2] Scanned signatures are accepted