



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

Minimum requirements for the sector of higher music education

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme and to respect the quality requirements of the Erasmus Charter for Higher Education. Both parties will endeavour to carry out the agreement to the best of their abilities but reserve the right to withdraw in cases where reciprocity proves impossible and standards are not met. Both parties will also reserve the right to choose the incoming students based on their level, available funding and staff resources.

A. Information about higher education institutions

	Institution 1	Institution 2
Name of the institution (and department, where relevant)	University of Music Carl Maria von Weber Dresden	INSTITUTO POLITÉCNICO DE CASTELO BRANCO
Address	Box 120039, 01001 Dresden	Av. Pedro Álvares Cabral, nº 12 - 6000-084 - Castelo Branco - Portugal.
Erasmus Code	D DRESDEN05	P CASTELO01
Website: Homepage	www.hfmdde.de	www.ipcb.pt
Website English Language page	http://www.hfmdde.de/english/welcome/	http://gri.ipcb.pt/
Erasmus Coordinator	Katrin Mörbe	Conceição Baptista
Phone	+49 351 4923 638	+351 272 339600
Fax	+49 351 4923 641	+351 272 339601
Email	Katrin.Moerbe@hfmdde.de	cbaptista@ipcb.pt

B. Mobility numbers per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Indicative number of Student mobility periods					
			A. Student Mobility for Studies			B. Student Mobility for Traineeships		
			Study cycle	No. of students	Average duration	Study cycle	No. of students	Average duration
D DRESDEN05	P CASTELO01	0215 0114	1 st , 2 nd cycle	1	4.5	1 st , 2 nd cycle		by individual agreement
P CASTELO01	D DRESDEN05	0215 0114	1 st , 2 nd cycle	1	4.5	1 st , 2 nd cycle		by individual agreement
			Indicative number of Staff mobility periods					
			C. Staff Mobility for Teaching		D. Staff Mobility for Training			
			No. of staff	Average duration	No. of staff	Average duration		
D DRESDEN05	P CASTELO01	0215 0114	1	5	1	7		
P CASTELO01	D DRESDEN05	0215 0114	1	5	1	7		

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:

Institution [Erasmus code]	Language(s) of instruction 1	Language (s) of instruction 2	Recommended level in language of instruction (students and staff) ¹ Please give brief statement or provide link to information on website
D DRESDEN05	German	English	B2 (in courses of conducting, accompaniment, composition, music theory, teacher training, instrumental and vocal pedagogy, vocal) B1 (all other study programmes)
P CASTELO01	Portuguese	English	B1

D. Any additional requirements

Institution [Erasmus code]	Additional requirements [e.g. selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff, infrastructure to welcome students and staff with disabilities.]
D DRESDEN05	<ul style="list-style-type: none"> - Student Application Form - Learning Agreement - Transcript of Records (or similar document with a report of study results up to date) - Curriculum Vitae - Recording (CD/DVD) of around 20 minutes; for composition candidates two or three scores - Letter of Recommendation
P CASTELO01	<ul style="list-style-type: none"> - Student Application Form - Learning Agreement - Transcript of Records (or similar document with a report of study results up to date) - Curriculum Vitae - Recording (CD/DVD) of around 20 minutes; for composition candidates two or three scores - Letter of Recommendation

E. Calendar

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

Institution [Erasmus code]	Term	Application Deadline	Average time taken for decision	Academic Year dates Please give link to calendar on Website
D DRESDEN05	Fall	31 st of March	3 months	http://www.hfmd.de/studium/studieninformation/rahmenzeitplan/wintersemester-20142015/
	Spring	15 th of November	3 months	
P CASTELO01	Fall	May 31 (April 30 for students with visa requirement)	2 months	
	Spring	November 30 (October 31 for students with visa requirement)	2 months	

A Transcript of Records for each student accepted on a period of mobility for study will be issued by the receiving institution not later than 5 weeks after the assessment period has finished at the receiving HEI.



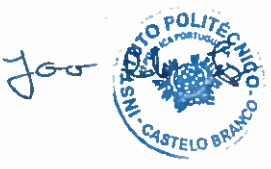
F. Termination of the agreement

Notice of at least one academic year should be given for the termination of the agreement. This means that a unilateral decision to discontinue the exchanges notified to the other

¹ The use of the [Common European Framework of Reference for Languages \(CEFR\)](#) is recommended.

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.

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
D DRESDEN05	Judith Schinker, Rector	01.12.16	
D DRESDEN05	Katrin Mörbe, ERASMUS Coordinator	01.12.16	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	15/11/2016	

Appendix: additional information (to be regarded as part of the agreement)

1. Grading Systems of the institutions

Institution [Erasmus code]	Brief Description of Grading System (or link to relevant webpage)
D DRESDEN05	1- Very Good: an outstanding performance 2- Good: a performance which is significantly above the average requirements 3- Satisfactory: a performance which corresponds to average requirements; 4- Sufficient: a performance which is sufficient despite its deficiencies still meets the requirements 5- Not enough: a performance which does not fulfill the requirements.
P CASTELO01	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

²Scanned signatures are accepted

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	Website for information
D DRESDEN05	Katrin.Moerbe@hfmdd.de	Students have to make Visa arrangements by themselves. http://www.hfmdd.de/studium/bewerbung/
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN/asp/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	Website for information
D DRESDEN05	Katrin.Moerbe@hfmdd.de	European Health Insurance Card: http://ec.europa.eu/social/main.jsp?catId=559
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 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 contact points and information sources:

Institution [Erasmus code]	Contact details	Website for information
D DRESDEN05	Anette.Effner@studentenwerk-dresden.de	http://www.studentenwerk-dresden.de/english/wohnen/antrag.html
P CASTELO01	incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure