



# Erasmus+ Programme

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

### Inter-institutional agreement 2016/17 – 2020/21 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
University of Southern Denmark	DK ODENSE01	<u>Institutional Coordinator:</u> Ms Tine Noto SDU International, Campusvej 55, DK-5230 Odense M, Denmark Tel.: +45 6550 2098 Email: <a href="mailto:tino@sdu.dk">tino@sdu.dk</a>  Administrative contact: Ms Inger Marie Jessen Tel.: +45 6550 4408 Email: <a href="mailto:imj@sdu.dk">imj@sdu.dk</a>	<a href="http://www.sdu.dk/sduinternational">www.sdu.dk/sduinternational</a>
Instituto Politécnico de Castelo Branco	P CASTELO01	Prof. João Pedro Luz Head of International	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>

<sup>1</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Relations Office gri.coord@ipcb.pt  Dr. <sup>a</sup> Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	
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## B. Mobility numbers<sup>2</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies <i>(total number of students / months)</i>	Student Mobility for Traineeships
DK ODENSE01	P CASTELO01	071	Engineering and engineering trades	1 <sup>st</sup>	2 student/5 months	-
		071	Engineering and engineering trades	2 <sup>nd</sup>	2 student/5 months	-
P CASTELO01	DK ODENSE01	071	Engineering and engineering trades	1 <sup>st</sup>	2 student/5 months	-
		071	Engineering and engineering trades	2 <sup>nd</sup>	2 student/5 months	-

<sup>2</sup> 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>)

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 minimum teaching hours]	Staff Mobility for Training
DK ODNENSE01	P CASTELO01	071	Engineering and engineering trades	1 TS of 5 days	-
P CASTELO01	DK ODNENSE01	071	Engineering and engineering trades	1 TS of 5 days	-

### 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
DK ODNENSE01	All	Danish	English	C1 <a href="http://www.sdu.dk/en/Uddannelse/Optagelse/English+language+requirement">http://www.sdu.dk/en/Uddannelse/Optagelse/English+language+requirement</a>	C1
P CASTELO01	All	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].

<sup>3</sup> 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

DK ODENSE01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [int-team2@sdu.dk](mailto:int-team2@sdu.dk) Please contact us well in advance (10 months prior to the mobility) in order for us to be well prepared to welcome the student in the best possible way.

University of Southern Denmark has excellent infrastructure to welcome students and staff with disabilities.

XX PARTNER:

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
DK ODENSE01	Official semester dates: Sep 1 – Jan 31 (mandatory introduction last week of August)  Application deadlines:  April 1: Non-EU/EEA citizens  May 1: EU/EEA and Swiss citizens	Official semester dates: Feb 1 – June 30 (mandatory introduction last week of August; all 1st exams held in May or June; only resits in August)  Application deadlines:  October 1: Non-EU/EEA citizens  November 1: EU/EEA and Swiss citizens
P CASTELO01	May 31  (April 30 for students with visa requirement)	November 30  (October 31 for students with visa requirement)

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 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

Termination of the agreement or changes in the data set above can be amended annually, if communicated before January 1<sup>st</sup>. In the event of unilateral termination, a notice of at least one academic year has to 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**

DK ODENSE01:

[http://www.sdu.dk/en/information\\_til/internationale\\_studerende/academic\\_matters](http://www.sdu.dk/en/information_til/internationale_studerende/academic_matters)

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

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
DK ODENSE01	<a href="mailto:int-team3@sdu.dk">int-team3@sdu.dk</a> +45 6550 1050	<a href="http://www.sdu.dk/en/Information_til/Internationale_studerende/Arrival/Residence_Permit">http://www.sdu.dk/en/Information_til/Internationale_studerende/Arrival/Residence_Permit</a>
P CASTELO01	Foreign People and Borders Office  Tel: +351 272 349 500  del.cbranco@sef.pt	<a href="http://www.sef.pt/portal/V10/EN.aspx/page.aspx">http://www.sef.pt/portal/V10/EN.aspx/page.aspx</a>

### **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
DK ODENSE01	<a href="mailto:int-team3@sdu.dk">int-team3@sdu.dk</a> +45 6550 1050	Loss and Liability; <a href="http://www.sdu.dk/en/information_til/internationale_studerende/health_and_safety/loss_and_liability_insurance">http://www.sdu.dk/en/information_til/internationale_studerende/health_and_safety/loss_and_liability_insurance</a> Health: <a href="http://www.sdu.dk/en/information_til/internationale_studerende/health_and_safety/medical_treatment">http://www.sdu.dk/en/information_til/internationale_studerende/health_and_safety/medical_treatment</a>
P CASTELO01	European Commission  (Employment, Social Affairs & Inclusion)	European Health Insurance Card  <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a>  <a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>



#### **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
DK ODENSE01	<a href="mailto:Int-team3@sdu.dk">Int-team3@sdu.dk</a> +45 6550 1050	<a href="http://sdu.dk/en/Information_til/Internationale_studerende/Accommodation">http://sdu.dk/en/Information_til/Internationale_studerende/Accommodation</a>
P CASTELO01	<a href="mailto:incoming@ipcb.pt">incoming@ipcb.pt</a> Ph.: +351 272 339 625	<a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
DK ODENSE01	Tine Noto Institutional Erasmus Coordinator	23.11.2016	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	23/11/2016	

<sup>4</sup> Scanned signatures are accepted