

## Erasmus+ Programme

### Key Action 1

#### – Mobility for learners and staff –

#### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014-2021

### 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 (eg. of the course catalogue)
<b>Universidad de Alcalá</b>	E ALCAL – H01	Pilar Rodríguez, <a href="mailto:erasmus.bilateral@uah.es">erasmus.bilateral@uah.es</a> Tel.:+ 34 91 885 41 55 / 69  Rectorate - Erasmus Office Plaza San Diego, s/n - 28801 Alcalá de Henares (Madrid - Spain)	<a href="http://www.uah.es/portal_internacional">http://www.uah.es/portal_internacional</a>
INSTITUTO POLITÉCNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office <a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a>  Dr. <sup>a</sup> Conceição Baptista Institutional Erasmus Coordinator <a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a> Ph.: +351 272 339 600	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>

## B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E ALCAL – H01	P CASTELO01	061 1014	Telecommunications and Informatics Sports	1 <sup>st</sup> , 2 <sup>nd</sup>	2*5	tbd
P CASTELO01	E ALCAL – H01	061 1014	Telecommunications and Informatics Sports	1 <sup>st</sup> , 2 <sup>nd</sup>	2*5	tbd

\*Optional: subject area code & name and study cycle are 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 average duration *]	Staff Mobility for Training *
E ALCAL – H01	P CASTELO01	061 1014	Telecommunications and Informatics Sports	5	tbd
P CASTELO01	E ALCAL – H01	061 1014	Telecommunications and Informatics Sports	5	tbd

## 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E ALCAL – H01		Spanish	English	B1 / B2	B1 / B2
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].

## D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

## E. Calendar

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

	Autumn term* [month]	Spring term* [month]
E ALCAL – H01	June	November
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 4 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

*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. The termination clauses must include the following disclaimer: "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

**E ALCAL – H01:** [https://portal.uah.es/portal/page/portal/portal\\_internacional/repositorio/GradeConversionChart.pdf](https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/GradeConversionChart.pdf)

**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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E ALCAL – H01	<a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a>	<a href="https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/visado_permiso_estancia">https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/visado_permiso_estancia</a>
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 <a href="mailto:del.cbranco@sef.pt">del.cbranco@sef.pt</a>	<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/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
E ALCAL – H01	<a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a>	<a href="https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico?">https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguro_medico?</a>
P CASTELO01	<a href="#">European Commission</a> ( <a href="#">Employment, Social Affairs &amp; Inclusion</a> )	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
E ALCAL – H01	<a href="mailto:erasmus.incoming@uah.es">erasmus.incoming@uah.es</a>	<a href="https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento">https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento</a>
P CASTELO01	Paula Ribeiro <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
E ALCAL – H01	Prof. Miguel-Ángel Sotelo, Vice-rector for International Relations	02/02/15	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	02/02/2015	