



ERASMUS+ PROGRAMME



Key Action 1 Inter-institutional Agreement 2015 / 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	ERASMUS CODE	ADMINISTRATIVE CONTACT	ACADEMIC CONTACT	WEBSITE
Instituto Politécnico de Castelo Branco	P CASTELO01	Dr.ª Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	Contact person: Prof.ª Natividade Pires Email: nativiade.pires@ipcb.pt	University: www.ipcb.pt Didactics:
Universidad de Burgos	E BURGOS01	Contact person: Cristina Zaldivar Basurto Address: C/ Juan de Austria nº1 09001 Burgos Phone: +34 947 258099 Email: relin@ubu.es Website:	Contact person: Raquel de la Fuente Anuncibay Address: Department of Educational Sciences Phone: +34 947258071 Email: raquelfa@ubu.es	University: www.ubu.es Didactics:

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 October in the preceding academic year.

1. Student mobility

FROM (Erasmus code of the sending Institution)	TO (Erasmus code of the receiving Institution)	SUBJECT AREA		LEVEL – CYCLE			STUDENT MOBILITY			
		ISCED code	Name	1 st	2 nd	3 rd	For study		For traineeship*	
							Student number	Months (= sum)	Student number	Months (= sum)
P CASTELO01	E BURGOS 01	011	Educational Sciences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	20	Only by individual agreement	
E BURGOS 01	P CASTELO01	011	Educational Sciences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	20		

2. Staff mobility

FROM (Erasmus code of the sending Institution)	TO (Erasmus code of the receiving Institution)	SUBJECT AREA		STAFF MOBILITY*			
		ISCED code	Name	For teaching		For training	
				Staff number	Teaching hours	Staff number	Working days
P CASTELO01	E BURGOS 01	011	Educational Sciences	1	At least 8	Only by individual agreement	
E BURGOS 01	P CASTELO01	011	Educational Sciences	1	At least 8		

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)	SUBJECT AREA (ISCED code)	STUDENT MOBILITY						STAFF MOBILITY	
		1 st language of instruction Common European Framework of Reference for Languages (CEFR)			2 nd language of instruction Common European Framework of Reference for Languages (CEFR)			Language for teaching or training Common European Framework of Reference for Languages (CEFR)	
		Name	Minimum recommended level	Certification	Name	Minimum recommended level	Certification	Name	Minimum recommended level
I CASTELO01	011	Portuguese	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>
E BURGOS 01	011	Spanish	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>

D. Information about additional requirements and disabilities

RECEIVING INSTITUTION (Erasmus code)	SUBJECT AREA (ISCED code)	ADDITIONAL REQUIREMENTS	FACILITIES FOR DISABILITIES
P CASTELO01		/	/
E BURGOS01	All subject areas	The possibility of fulfilling Final Projeets has to be arranged with the corresponding academic coordinators/ departments before including it in the learning agreement..	University of Burgos has the infrastructure to welcome students and staff with disabilities and has a Unit that takes care of them. Each case is considered individually. http://www.ubu.es/es/apoyodiscapacidad

E. Calendar

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

RECEIVING INSTITUTION (Erasmus code)		I TERM		II TERM		III TERM	
		From	To	From	To	From	To
P CASTELO01	Study period (exams included)	September	February	February	June/July		
	Application period		May 31 (April 30 for students with visa requirement)		November 30 (October 31 for students with visa requirement)		
E BURGOS 01	Study period (exams included)	September	February	February	June/July		
	Application period		30 th May for nomination 30 th June for application		30 th October for nomination 30 th November for application		

2. Documents related to the mobility:

RECEIVING INSTITUTION (Erasmus code)		STUDENT ACCEPTANCE	TRANSCRIPT OF RECORDS	RENEWAL OF THE AGREEMENT *
P CASTELO01	Procedure	After Learning Agreement has been approved , it is sent by email with the acceptance letter	Sent by mail to the partner university	by email
	Timeline	As soon as Learning Agreement is approved	No more than 6 weeks after finished period of assessment	
E BURGOS01	Procedure	After Learning Agreement has been approved , it is sent by email with the acceptance letter	Sent by email to the partner university	by email
	Timeline	As soon as Learning Agreement is approved	No more than 6 weeks after finished period of assessment	30 th september

* In the event of unilateral termination, 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

RECEIVING INSTITUTION (Erasmus code)	DETAILS	WEBSITE										
I CASTEL001	<p>1 full academic year = 60 credits 1 semester = 30 credits</p> <p>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</p>	www.ipcb.pt										
E BURGOS01	<p>The Spanish grading system is based on a 0-10 scale, being 5 the passing grade. The names of the grades in Spanish are:</p> <table border="1"> <tr> <td>Matricula de honor (outstanding)</td> <td>10</td> </tr> <tr> <td>Sobresaliente (excellent)</td> <td>-9 to 9,9</td> </tr> <tr> <td>Notable (very good)</td> <td>7-8 to 9</td> </tr> <tr> <td>Aprobado (from pass to good)</td> <td>5 to 6,9</td> </tr> <tr> <td>Suspenso (fail)</td> <td>-0 to 4,9</td> </tr> </table>	Matricula de honor (outstanding)	10	Sobresaliente (excellent)	-9 to 9,9	Notable (very good)	7-8 to 9	Aprobado (from pass to good)	5 to 6,9	Suspenso (fail)	-0 to 4,9	http://www.ubu.es/es/relaciones-internacionales/informacion-estudiantes-extranjeros/guia-ects-estudiante-extranjero/sistema-educativo-universitario/sistema-notas
Matricula de honor (outstanding)	10											
Sobresaliente (excellent)	-9 to 9,9											
Notable (very good)	7-8 to 9											
Aprobado (from pass to good)	5 to 6,9											
Suspenso (fail)	-0 to 4,9											

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:

RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 def.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN.aspx/page.aspx
I BURGOS01	Phone: +34 947 25 88 40 Email: relin3@ubu.es	http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students

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:



RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
I 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
E BURGOS01	Incoming students Contact person: Ms. Asunción Albuin Delgado Phone: +34 947 25 88 40 Email: relin3@ubu.es Outgoing students Contact person: Ms. Reyes Ortúñez Díez Phone: +34 947 25 90 08 E-mail: relin4@ubu.es	Incoming: http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students Outgoing: http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students

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:

RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
I CASTELO01	Paula Ribeiro incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure
E BURGOS01	Contact person: Ms. Asunción Albuin Delgado Phone: +34 947 25 88 40 Email: relin3@ubu.es	http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students

G. SIGNATURES OF THE INSTITUTIONS

INSTITUTION (Erasmus code)	FUNCTION	NAME	DATE	SIGNATURE	STAMP
I CASTELO01	Head of International Office	Prof. Dr. João Pedro Luz	17/11/2014		
E BURGOS01	Vice-Rector for Internationalization and Cooperation	Prof. Elena VICENTE DOMINGO		