



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 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 (eg. of the course catalogue)
University of Córdoba Faculty of Labour Sciences	E CORDOBA01	<a href="mailto:ori@uco.es">ori@uco.es</a> <a href="mailto:secretaria-fct@uco.es">secretaria-fct@uco.es</a>	<a href="http://www.uco.es/">http://www.uco.es/</a> <a href="http://www.uco.es/trabajo/">http://www.uco.es/trabajo/</a> <a href="http://www.uco.es/trabajo/gturismo/index.html">http://www.uco.es/trabajo/gturismo/index.html</a> <a href="http://www.uco.es/trabajo/grelacioneslaborales/index.html">http://www.uco.es/trabajo/grelacioneslaborales/index.html</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>

*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>

## B. Mobility numbers<sup>1</sup> per 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		
					students	Months each	Whole number of months
E CORDOBA01	P CASTELO01	04.4 14.0	Tourism Social Sciences	1,2	4	10	40
P CASTELO01	E CORDOBA01	04.4 14.0	Tourism Social Sciences	1,2	4	10	40

Student Mobility for Studies  
[total number of months of the  
study periods or average  
duration\*]

FROM	TO	Subject area code *	Subject area name *	Study cycle	placement		
					students	Months each	Whole number of months
E CORDOBA01	P CASTELO01	04.4 14.0	Tourism Social Sciences	1,2	4	10	40
P CASTELO01	E CORDOBA01	04.4 14.0	Tourism Social Sciences	1,2	4	10	40

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			
				Mobility for [total number of days of teaching/training periods or average duration*]			
				TEACHERS		ADMINISTRATIVE STAFF	
				number	Days (each)	number	Days (each)
E CORDOBA01	P CASTELO01	04.4 14.0	Tourism Social Sciences	2	5	2	5
P CASTELO01	E CORDOBA01	04.4 14.0	Tourism Social Sciences	2	5	2	5

### 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>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	
E CORDOBA01	Tourism Social Sciences	Spanish		B1	B1
P CASTELO01	Tourism Social Sciences	Portuguese	English	B1	B2

- 2 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

University of Córdoba:

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures, etc.: [secretaria-fct@uco.es](mailto:secretaria-fct@uco.es)

Language courses: International students with knowledge of B2 Spanish or less are encouraged to participate in the intensive courses before their studies in Córdoba start. The courses are free of charge and are offered for four weeks in September-October.

The University of Córdoba welcomes students and staff with disabilities and provides an information and assistance center. Learn more at: <http://www.uco.es/educacion/principal/servicios/uane/index.html>

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E CORDOBA01	July 31	December 31
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]University of Córdoba:

2. After having received the paper application (printed online application) the letter of admission will be send within a max of 6 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**

University of Córdoba: Student performances are graded individually and not on a statistical basis. In general, the University of Córdoba uses the grading system charted below.

For details please visit our webpage:

<http://www.uco.es/internacional/extranjeros/erasmus/guiasects-en.html#ects>

### **P CASTELO01: ECTS credits and scale:**

*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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E CORDOBA01	<a href="mailto:infoori@uco.es">infoori@uco.es</a>	<a href="http://www.uco.es/internacional/extranjeros/visados/tramitacionvisados-en.html">http://www.uco.es/internacional/extranjeros/visados/tramitacionvisados-en.html</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E CORDOBA01	<a href="mailto:infoori@uco.es">infoori@uco.es</a>	<a href="https://www.uco.es/servicios/sega/informaciongeneral/segu-comple">https://www.uco.es/servicios/sega/informaciongeneral/segu-comple</a>
P CASTELO01	<u>European Commission</u> ( <u>Employment, Social Affairs &amp; Inclusion</u> )	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 CORDOBA01	A) Residence Hall: - phone number: (+34) 957 21 8152 - e-mail to: <a href="mailto:alojamiento@uco.es">alojamiento@uco.es</a> B) Shared Flats - phone number: (+34) 957 21 2403 - e-mail to: <a href="mailto:informacion@uco.es">informacion@uco.es</a> - Local mentors for international students give the necessary support to find accommodation.	<a href="http://www.uco.es/servicios/alojamiento/">http://www.uco.es/servicios/alojamiento/</a> <a href="http://www.uco.es/servicios/informacion/alojamiento/alojamiento.html">http://www.uco.es/servicios/informacion/alojamiento/alojamiento.html</a>
P CASTELO01	Paula Ribeiro gri@ipcb.pt 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>3</sup>
E CORDOBA01	Prof. Antonio Ruiz Sánchez Director of International Office Tel.: +34 957212552 Fax: +34 957 212583 Email: <a href="mailto:relaciones-internacionales@uco.es">relaciones-internacionales@uco.es</a>	12 DIC 2013	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	29/11/2013	

<sup>3</sup> 3 Scanned signatures are accepted