



Erasmus+ Programme

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

Inter-institutional¹ 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 (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
UNIVERSITAT DE LES ILLES BALEARS	E PALMA01	Ricardo Sagrera Gazeley, Head of International Office. Ctra de Valldemossa km7.5, 07122 Palma. Tel. +34971173120, Fax +3497172763 Agreement promoter: Prof. Noemiy Berbel Gómez Email: noemy.berbel@uib.es	www.uib.es/ www.uib.cat/MONbilitat/ http://www.uib.eu/Studies/ grau/
INSTITUTO POLITÉCNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. ^a Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of students]	Student Mobility for Traineeships *
P CASTELO01	E PALMA01	011	Education	1	4 x 5 months each	tbd
E PALMA01	P CASTELO01	011	Education	1	4 x 5 months each	tbd

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

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 staff members*]	Staff Mobility for Training *
P CASTELO01	E PALMA01	011	Education	1 x8h	tbd
E PALMA01	P CASTELO01	011	Education	1 x8h	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:

³ 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P CASTELO01	All	Portuguese	English	B1	B2
E PALMA01		Spanish/Catalan	English	A2 Spanish for studies	

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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities. <http://oficinasuport.uib.es/>]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
E PALMA01	Nominations deadline: 30 April Application deadline: 30 June	Nominations deadline: 30 September Application deadline: 30 November

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within [x] weeks:

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. A link to a webpage

⁴ 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>

can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

E PALMA01 – REGULATORY AGREEMENT of July 22nd 2010 by virtue of which the regulation governing University of Balearic Island student exchange programmes is approved. (<https://seu.uib.cat/fou/acord/94/9492.html>)

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

Article 34. Yardstick for the recognition of credits

When credits are recognized and grades are assigned for each subject the students have studied, the following guidelines shall be taken into account in order of preference:

ECTS grades	Terms used in English	UIB grading interval/grade	Term
A	Distinction ¹	9.5-10 / 10	Matrícula d'honor ²
A	Excellent	9-10 / 9.5	Excellent
B	Very good	8-8.9 / 8.5	Notable
C	Good	7-7.9 / 7.5	Notable
D	Satisfactory	5.9-6.9 / 6.5	Aprovat
E	Pass	5-5.9 / 5	Aprovat
F/FX	Fail	<5 / 4	Suspens

ECTS credits:

1 full academic year =60 credits

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

1 semester = 30 credits
 1 term/trimester = 20 credits

E PALMA – REGULATORY AGREEMENT of July 22nd 2010 by virtue of which the regulation governing University of Balearic Island student exchange programmes is approved.
<https://seu.uib.cat/fou/acord/94/9492.html>

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
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
E PALMA01	http://www.uib.es/mobilitat/Intercanvis-a-la-UIB	

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
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
E PALMA01	http://www.uib.es/mobilitat/Intercanvis-a-la-UIB	



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
P CASTELO01	incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure
E PALMA01	http://www.uib.es/mobilitat/Intercanvis-a-la-UIB	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁶
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	01/10/2015	
E PALMA01	Ricardo Sagrera Gazeley, Head of the International Office	01/10/2015	

⁶ Scanned signatures are accepted

