

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2016-2021

### 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<br>(and department, where relevant)     | Erasmus code | Contact details <sup>1</sup><br>(email, phone)                                                                                                                                                                                                                                                        | Website<br>(eg. of the course catalogue)                                   |
|-----------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| UNIVERSITY OF NAVARRA,<br>INSTITUTE FOR CULTURE<br>AND RESEARCH | E PAMPLON01  | Institutional Erasmus<br>Coordinator:<br>Anne Cassidy<br><a href="mailto:annecassidy@unav.es">annecassidy@unav.es</a><br>+34 948 425600 Ext<br>802181<br><br>Institute for Culture and<br>Society<br>Cristina García-Fresca<br>Frías<br><a href="mailto:cgfresca@unav.es">cgfresca@unav.es</a>        | <a href="http://www.unav.edu/en/home">http://www.unav.edu/<br/>en/home</a> |
| INSTITUTO POLITÉCNICO<br>DE CASTELO BRANCO                      | P CASTELO01  | Prof. João Pedro Luz<br>Head of International<br>Relations Office<br><a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a><br><br>Dr. <sup>a</sup> Conceição Baptista<br>Institutional Erasmus<br>Coordinator<br><a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a><br>Ph.: +351 272 339 600 | <a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>                         |

## B. Mobility numbers<sup>2</sup> 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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>* | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]<br>* | Number of student mobility periods                                                                     |                                        |
|---------------------------------------------------|---------------------------------------------------|-----------------------------------|------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------|
|                                                   |                                                   |                                   |                        |                                                                                          | Student Mobility for Studies<br><br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships<br>* |
| E PAMPLONO 1                                      | P CASTELO01                                       | 091                               | Health                 | 3rd                                                                                      | -                                                                                                      | 1*3months                              |
| P CASTELO01                                       | E PAMPLONO1                                       | 091                               | Health                 | 3rd                                                                                      | -                                                                                                      | 1*3 months                             |

\*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>* | Number of staff mobility periods                                                                    |                                  |
|---------------------------------------------------|---------------------------------------------------|-----------------------------------|------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------|
|                                                   |                                                   |                                   |                        | Staff Mobility for Teaching<br><br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training<br>* |
| E PAMPLONO1                                       | P CASTELO01                                       | 091                               | Health                 | 1*5 (1 person x 5 days, 8 hours)                                                                    | /                                |
| P CASTELO01                                       | E PAMPLONO1                                       | 091                               | Health                 | 1*5 (1 person x 5 days, 8 hours)                                                                    | /                                |

<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>)

## 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<br>[Erasmus code] | Optional:<br>Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level <sup>3</sup>          |                                                                |
|-----------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|
|                                         |                           |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| E PAMPLON01                             | All                       | Spanish                   | English                   | 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

E PAMPLON01

The Universidad de Navarra has a Disability Support Office, which provides information and support to staff with disabilities. The office can be contacted at [inclusivos@unav.es](mailto:inclusivos@unav.es)

## E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month]                                 | Spring term*<br>[month]                                        |
|-----------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|
| E PAMPLON01                             | May 1<br>(Nomination: April 1)                          | October 15<br>(Nomination: September 15)                       |
| P CASTELO01                             | May 31<br>(April 30 for students with visa requirement) | November 30<br>(October 31 for students with visa requirement) |

- The receiving institution will send its decision within 4 weeks.
- 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.
- Termination of the agreement

*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*

<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>

will only take effect as of 1 September 20XX +1. This Agreement may be extended by consent of both institutions for a further specified period subject to the further approval of each University' relevant authorities. 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 PAMPLON01:

|           |              |              |
|-----------|--------------|--------------|
| <b>A+</b> | <b>10</b>    | Excellent    |
| <b>A</b>  | <b>9-9,9</b> | Very Good    |
| <b>B</b>  | <b>7-8,9</b> | Good         |
| <b>C</b>  | <b>6-6,9</b> | Satisfactory |
| <b>D</b>  | <b>5-5,9</b> | Pass         |
| <b>F</b>  | <b>0-4,9</b> | Fail         |

#### 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<br/>[Erasmus code]</b> | <b>Contact details<br/>(email, phone)</b>                                                                                       | <b>Website for information</b>                                                                                                                                                                                              |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E PAMPLON01                           | International Office, Edificio Central<br><a href="mailto:relint@unav.es">relint@unav.es</a><br>+34 948 42 56 00<br>Ext. 802181 | <a href="http://www.unav.edu/web/estudios/programa-internacional/alumnos-internacionales/immigration-procedures">http://www.unav.edu/web/estudios/programa-internacional/alumnos-internacionales/immigration-procedures</a> |
| P CASTELO01                           | Foreign People and Borders Office                                                                                               | <a href="http://www.sef.pt/porta1/V10/EN/aspX/page.aspx">http://www.sef.pt/porta1/V10/EN/aspX/page.aspx</a>                                                                                                                 |

|  |                                                |  |
|--|------------------------------------------------|--|
|  | Tel: +351 272 349<br>500<br>del.cbranco@sef.pt |  |
|--|------------------------------------------------|--|

### 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><br>[Erasmus code] | <b>Contact details</b><br>(email, phone)                                                                                                     | <b>Website for information</b>                                                                                                                                                                                                                                 |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E PAMPLON01                          | International Office,<br>Edificio Central<br><a href="mailto:relint@unav.es">relint@unav.es</a><br>+34 948 42 56 00 Ext.<br>802181           | <a href="http://www.unav.edu/en/web/admision-y-ayudas/asistencia-sanitaria">http://www.unav.edu/en/web/admision-y-ayudas/asistencia-sanitaria</a>                                                                                                              |
| P CASTELO01                          | <a href="#">European Commission</a><br>( <a href="#">Employment</a> ,<br><a href="#">Social Affairs &amp;</a><br><a href="#">Inclusion</a> ) | European Health Insurance Card<br><a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a><br><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:

| <b>Institution</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone)                                                                                                                            | <b>Website for information</b>                                                                                                        |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| E PAMPLON01                          | The housing office provides information on available accommodation.<br><a href="mailto:alojamiento@unav.es">alojamiento@unav.es</a><br>+34 948425614 ext.<br>802974 | <a href="http://www.unav.edu/web/admision-y-ayudas/alojamiento/tipos">http://www.unav.edu/web/admision-y-ayudas/alojamiento/tipos</a> |
| P CASTELO01                          | <a href="mailto:incoming@ipcb.pt">incoming@ipcb.pt</a><br>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<br>[Erasmus code] | Name, function                                                    | Date            | Signature <sup>4</sup>                                                                                                                                                  |
|-------------------------------|-------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E PAMPLON01                   | Dra. Pilar Lostao<br>Vice President of<br>International Relations | <u>7/4/2017</u> |    |
| P CASTELO01                   | Prof. Dr. João Pedro Luz<br>Head of International Office          | <u>6/4/2017</u> |   |

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