



Erasmus+ Programme – Key Action 1

Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement for the academic years 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
University of Salamanca (Escuela Politécnica Superior de Zamora)	E SALAMAN02	Institutional Coordinator: Vice- Chancellor for Internationalisation Cardenal Pla y Deniel nº 22, 1º 37008 Salamanca (Spain) Tf: +34 923294426 erasmus@usal.es Departmental Coordinator: Dr. Beatriz González Martín - International Coordinator Escuela Politécnica Superior de Zamora Avda. Cardenal Cisneros 34 49022 Zamora, Spain Tf.: +34 923294400 e-mail: subem@usal.es	Course catalogue: http://www.usal.es Erasmus incomings: http://campus.usal.es/~rrii/ Escuela Politécnica Superior de Zamora http://poliz.usal.es/poli TECNICA/v1r00/
Instituto Politécnico de Castelo Branco	P CASTELO01	Institutional Erasmus Coordinator: Prof. Conceição Baptista e-mail: cbaptista@ipcb.pt	www.ipcb.pt/en

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 January in the preceding academic year.

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name	Study cycle ¹ [1 st , 2 nd or 3 rd]	Number of student mobility periods ²
E SALAMAN02	P CASTELO01	521	Mechanics and metal work	1st	2 students x 10 months
E SALAMAN02	P CASTELO01	582	Building and civil engineering	1st	2 students x 10 months
P CASTELO01	E SALAMAN02	521	Mechanics and metal work	1st	2 students x 10 months
P CASTELO01	E SALAMAN02	582	Building and civil engineering	1st	2 students x 10 months

Staff Mobility for Teaching

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 ³
E SALAMAN02	P CASTELO01	521	Mechanics and metal work	2 staffs x 2 to 60 days
E SALAMAN02	P CASTELO01	582	Building and civil engineering	2 staffs x 2 to 60 days
P CASTELO01	E SALAMAN02	521	Mechanics and metal work	2 staffs x 2 to 60 days
P CASTELO01	E SALAMAN02	582	Building and civil engineering	2 staffs x 2 to 60 days

* **ISCED Area Code:** <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

¹ **1st: Undergraduate, 2nd: master or 3rd: PhD.** - Faculties or Schools at the University of Salamanca are allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility exchanges, the names of the specific programs must be specified and will require the approval of the Directors or relevant Academic Commissions.

² Total number of months of the study period.

³ Total number of days of teaching periods or average duration.

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]	Language of instruction	Recommended language of instruction level ⁴	
		Student Mobility for Studies	Staff Mobility for Teaching
E SALAMAN02	Spanish	Minimum recommended level: B1 No certificate required	Minimum recommended level: B2 No certificate required
P CASTELO01	Portuguese	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

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>

D. Additional requirements

Support is offered to students and staff with special need or disability. See <http://sas.usal.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]
E SALAMAN02	15 th July	15 th July
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]

2. The receiving institution will send its decision within max. six weeks after the receipt of the complete application.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. **Termination of the agreement:**

In the event of unilateral termination of the inter-institutional 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.

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 Salamanca grading system

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade correspond to a qualitative grade as follows: Suspenso (Fail): 0-4.9 – Aprobado (Pass): 5-6.9 – Notable (Good): 7-8.9 – Sobresaliente (Very Good): 9-10 – Matricula de Honor: A special mention for outstanding performance limited to a maximum of 2 % of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out to 10.

P CASTELO 01: ECTS credits and scale:

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

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	–	FAIL–some more work required before the credit can be awarded
F	–	FAIL – considerable further work is required

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
ESALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN.aspx/page.aspx

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 SALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
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




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 SALAMAN02	University of Salamanca Residence Halls	http://www.usal.es/webusal/residencias/
	University Guidance Office (Flats, rooms, houses...) e-mail: sou@usal.es	http://sou.usal.es/index.php?option=com_pisos&action=lista&Itemid=9&lang=es
P CASTELO01	Paula Ribeiro gri@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
E SALAMAN02	Beatriz González Martín, Departmental Coordinator	29/01/2014	
	Vº Bº Vice- Chancellor for Internationalisation	29/01/2014	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	16/01/2014	

⁵ Scanned signatures are accepted