



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2016-2020

### 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Universidad de Santiago de Compostela (Lugo Campus)	E SANTIAGO01	Institutional Coord.: E. López Veloso International Relations Office - Casas Reais nº 8 - E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 – Fax 0034 881 812 843 – e-mail: erasmus@usc.es (this Campus: international.lugo@usc.es) Departmental Coord: Emilio Carral Vilariño e-mail: emilio.carral@usc.es	<a href="http://www.usc.es/gl/centros/eps/foreigners/index.html">http://www.usc.es/gl/centros/eps/foreigners/index.html</a>
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	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>

<sup>1</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>2</sup> 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 November 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E SANTIAGO1	P CASTELO01	62/081**	Agriculture	1ST	3 students / 9 months= 27 months	No, only by individual agreement
P CASTELO01	E SANTIAGO1	62/081**	Agriculture	1ST	3 students / 9 months= 27 months	No, only by individual agreement

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 days of teaching periods or average duration *]	Staff Mobility for Training *
E SANTIAGO1	P CASTELO01	62/081**	Agriculture	2 teachers (10)	tbd
P CASTELO01	E SANTIAGO1	62/081**	Agriculture	2 teachers (10)	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:

<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>)

\*\*ISCED CODE 2011/ISCED CODE 2013

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E SANTIAGO01		Spanish	Galician	B1 Spanish DELE <sup>4</sup> certificate	B1 in Spanish or B2 in English recommended No certificate is required.
P CASTELO01		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 SANTIAGO01:

- Incoming Erasmus students must take at least 50% of their workload from the USC Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties.
- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.
- Incoming teaching staff must be individually accepted by the USC Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- The University of Santiago de Compostela welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at: <http://www.usc.es/en/servizos/sepiu/integracion.html>

### P CASTELO01:

## 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 SANTIAGO01	Nomination: 30 June Application: 15 July	Nomination: 31 October Application: 30 November
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

2. **E SANTIAGO01:** Nominated students receive by e-mail their login details to our online application form that they have to complete within the deadline above. Once completed, they receive an acceptance letter by e-mail within a max. of 6 weeks. **P CASTELO01:**
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

<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>

<sup>4</sup> \*Diploma de Español como lengua extranjera. If not available, we may accept other certificates of Spanish as a foreign language, or at least formal confirmation from the home university that student has B1 level Spanish.

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

#### **E SANTIAGO01:**

Local Grade		ECTS Grade	Definition
Matrícula de Honor	10	A+	<b>EXCELENT</b> – Outstanding performance with only minor errors. Just in very exceptional cases
Sobresaliente	9-9.9	A	<b>VERY GOOD</b> – Above the average standard but with some errors
Notable	7-8.9	B	<b>GOOD</b> – Generally sound work with a number of notable errors
Aprobado	5-6.9	C/D/E	<b>SATISFACTORY/SUFFICIENT</b> – Performance meets the minimum criteria. Average performance
Suspensó	0-4.9	F/FX	<b>FAIL</b> - Failed
Apto	-	-	<b>PASS</b> - Passed

#### **P CASTELO01:**

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:

Institution [Erasmus code]	Contact details	Website for information
E SANTIAGO01	<a href="mailto:international@usc.es">international@usc.es</a>	<a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx</a>
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	<a href="http://www.sef.pt/portal/V10/EN.aspx/page.aspx">http://www.sef.pt/portal/V10/EN.aspx/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:

Institution [Erasmus code]	Contact details	Website for information
E SANTIAG01	<a href="mailto:international@usc.es">international@usc.es</a>	<a href="http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=559">http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=559</a> All incoming Erasmus students are charged 15 euro for a compulsory insurance for international students
P CASTELO01	<a href="#">European Commission (Employment, Social Affairs &amp; Inclusion)</a>	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 SANTIAG01	<a href="mailto:erasmus@usc.es">erasmus@usc.es</a> ; <a href="mailto:mobilidade.sur@usc.es">mobilidade.sur@usc.es</a>	<a href="http://www.usc.es/en/servizos/sur/index.html">http://www.usc.es/en/servizos/sur/index.html</a> A yearly call for applications is published in May. Incoming students who wish to be placed in one of the dormitories must take part in that call.
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>5</sup>
E SANTIAG01	<b>Institutional Coord.: E. López Veloso</b> International Relations Office - Casas Reais nº 8 – E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 – Fax 0034 881 812 843 – e-mail: <a href="mailto:erasmus@usc.es">erasmus@usc.es</a> <a href="mailto:international.lugo@usc.es">international.lugo@usc.es</a> (this Campus)	11/11/2016	 Fdo. Enrique López Veloso 
P CASTELO01	Prof. João Pedro Luz Head of IRO	6/12/2016	 

<sup>5</sup> Scanned signatures are accepted