



**Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2020
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 ¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE LA LAGUNA	E TENERIF01	Rodrigo Trujillo González , ERASMUS Institutional Coordinator vicpin@ull.es; Tel.: +34 922 31 96 32 Javier Darías Ossorio (incomings, bilateral agreements, Teaching Staff Exchange, Staff Exchange) orincom@ull.es; Tel.: +34 922 31 95 26 Sonia Calvo González (outgoings) orisal@ull.es; Tel.: +34 922 31 95 28	ERASMUS incoming information: http://www.ull.es/view/institucional/ull/Alumnos_entrantes/en/True Lecture catalogue: http://www.ull.es/Private/folder/institucional/ull/wull/internacionales/europa/Alumnos%20Entrantes/ECTS%20Guides1.htm Semester dates: http://www.ull.es/view/institucional/ull/Calendario_Academico_y_registro/en
Department: FACULTAD DE EDUCACIÓN		Departmental coordinator: Victoria Eugenia Martín Osorio vemartin@ull.es Tel.: +34 922318436	http://www.ull.es/view/centros/educacion/Inicio/es
Instituto Politecnico de Castelo Branco	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. ^a Conceição Baptista Institutional Erasmus	www.ipcb.pt/en

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

		Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	
Department: Escola Superior de Educação		Departmental coordinator: Teresa Gonçalves Teresa.gon@ipcb.pt	http://www.ipcb.pt/ESE/

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.

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 months of the study periods or average duration*]
E TENERIF01	P CASTELO01	1	Education	1 st (Undergraduate)	2x5
P CASTELO01	E TENERIF01	1	Education	1 st (Undergraduate)	2x5

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 TENERIF01	P CASTELO01	1	Education	1x1 week	
P CASTELO01	E TENERIF01	1	Education	1x1 week	

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E TENERIF01		Spanish			
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

[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.]

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 TENERIF01	http://www.ull.es/view/institucional/ull/Plazos_de_solicitud/en	See the link on the left box
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]

E TENERIF01:

Partner institutions should send nominations to orincom@ull.es

All nominated Erasmus students must send their Application Form and Learning Agreement to orincom@ull.es

2. The receiving institution will send its decision within 8 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

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year ahead should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

²For 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>

F. Information

1. Grading systems of the institutions

E TENERIF01:

http://www.ull.es/view/institucional/ull/Sistema_de_calificacion/en

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:

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 TENERIF01	<i>Please fill in the missing data</i>	<i>Please fill in the missing data</i>

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 TENERIF01	<i>Please fill in the missing data</i>	<i>Please fill in the missing data</i>





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 TENERIF01		http://www.ull.es/view/institucional/ull/Residencias_y_alojamiento_privado/en
<i>Please fill in the missing data</i>	<i>Please fill in the missing data</i>	<i>Please fill in the missing data</i>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E TENERIF01	Dr. Eduardo Doménech Martínez RECTOR		 
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	16/01/2014	 

³Scanned signatures are accepted