



Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21] 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)
SCHOOL OF ARTS AND COLLEGE OF DESIGN IN ZAMORA	E ZAMORA08	Amparo Fernández Otero International Relations Coordinator Avenida Plaza de Toros N°2 49007 Zamora (Spain) erasmus@easdzamora.es Tel: +34 980514341 Fax: +34 980514360	http://www.easdzamora.com/en/ http://www.easdzamora.com/en/courses/
INSTITUTO POLITÉCNICO DE CASTELO BRANCO (IPCB)	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

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

B. Mobility numbers² 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]	Student Mobility for Traineeships
E ZAMORA08	P CASTELO01	214	Interior Design	1 st cycle	2 x 9 months max.	
P CASTELO01	E ZAMORA08	214	Interior Design	1 st cycle	2 x 9 months max.	0

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 ZAMORA08	P CASTELO01	214	Interior Design	2 x 5 days (8 hours)	2 x 5 days (10 hours)
P CASTELO01	E ZAMORA08	214	Interior Design	2 x 5 days (8 hours)	2 x 5 days (10 hours)

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E ZAMORA08	Any	Spanish	English*	B1	B1 (English, or the language of receiving institution)

² 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>)

³For 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>

P CASTELO01	All	Portuguese	English	B1	B2
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For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

[* Incoming student/staff will be supported by those teachers speaking English and by their own Spanish colleagues]

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]

E ZAMORA08	<p>Students' application for an international mobility at EASD is only possible by use of the application form available on website http://www.easdzamora.com/en/incoming-students/application-form/ and following the requirements specified.</p> <p>The accepted incoming students will receive (by e-mail) a letter of admission and useful information on their academic exchange stay at the EASD. The Learning Agreement, approved by Department the student is going to be enrolled at, will be sent by e-mail to the institution sending.</p> <p>Exchange Students will enrol in a standard full-time study load and are required to complete all relevant assessment in order to obtain ECTS credits. A full course load is comprised of 60 ECTS for a full academic year, or 30 ECTS for one semester.</p> <p>Exchange students should take their courses in the subject area of the inter-institutional agreement. Students may not take courses outside this subject area.</p> <p>Class attendance is mandatory at EASD.</p> <p>Bachelor's thesis and Internship are NOT AVAILABLE for exchange students.</p> <p>The academic calendar will be available approximately at the beginning of July.</p> <p>For staff mobility, the "Teaching programme" or "working programme" form duly filled in and signed by home institution should be sent to erasmus@easdzamora.es.</p> <p>Students and staff with disabilities. The facilities in EASD building ensure the access for students/staff with disabilities. We will also provide the necessary means to ensure the integration of students/staff with other type of disabilities in equal conditions with their classmates or colleagues. In all cases the attention is personalized even outside teaching hours.</p> <p>The EASD in Zamora would advise to provide as much information ahead of time in order to help the student/staff in the feasibility of the mobility.</p>
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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 ZAMORA08	31 th MAY (Application)	30 th OCTOBER (Application)
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. DECISION RESPONSE.

E ZAMORA08	The receiving institution will send its decision within 4 weeks
P CASTELO01	The receiving institution will send its decision within 4 weeks

3. TRANSCRIPT OF RECORDS

E ZAMORA08*	A Transcript of Records will be issued by the receiving institution no later than 3 weeks after the assessment period has finished at the receiving HEI
P CASTELO01	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

[* In case of the re-exams session taken by student at receiving institution, transcript of records may be issued and sent to students home institution in parts or in one document after the closing dates of completing particular semesters:

Winter Semester (WS) – end of June

Summer Semester (SS) – end of September]

4. TERMINATION OF THE AGREEMENT

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

Receiving institution [Erasmus code]	Grading system	
E ZAMORA08*	Distintion **	Excellent - outstanding performance without errors
	9,0 – 10	Excellent - outstanding performance with only minor errors Very good - above the average standard but with some errors
	7,0 - 8,9	Good - generally sound work with a number of notable errors
	5,0 - 6,9	Satisfactory - fair but with significant shortcomings Sufficient - performance meets the minimum criteria
	4,9 - 0	Insufficient (Fail) Fail - some more work required before the credit can be awarded Fail - considerable further work is required
	NP	The student neither did the final exam nor presented the required homework

P CASTELO01	<p>1 full academic year = 60 credits 1 semester = 30 credits</p> <p>The Portuguese grading scale is from 0 to 20.</p> <ul style="list-style-type: none"> - 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
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[* Since December 2013 EASD in Zamora, following the recommendations of the European Union, is developing the ECTS Grading Table. From 2014-2015 academic year will be possible for international students to issue transcripts of records including the ECTS Grading Table (EGT), which is a table presenting the distribution of the national/local grades]

[**The mention of "Distintion" (Matricula de Honor - Excellent) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrollment is less than 20 students, in which case only one student may be granted with this "Distintion"]

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
E ZAMORA08*	Amparo Fernández Otero International Relations Coordinator Avenida Plaza de Toros N°2 49007 Zamora (Spain) erasmus@easdzamora.es Tel: +34 980514341 Fax: +34 980514360	http://www.easdzamora.com/en/practice-information/visa/
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/porta/V10/EN.aspx/page.aspx

[* For more information on legal procedures to be completed by foreigners (EU citizen) who will be staying at EASD (Castilla y León) for more than 180 months, please refer to Web page: <http://www.mpt.gob.es/en/servicios/extranjeria.html>]

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 ZAMORA08	Amparo Fernández Otero International Relations Coordinator Avenida Plaza de Toros N°2 49007 Zamora (Spain) erasmus@easdzamora.es Tel: +34 980514341 Fax: +34 980514360	http://www.easdzamora.com/en/practice-information/health-insurance/
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 ZAMORA08	Amparo Fernández Otero International Relations Coordinator Avenida Plaza de Toros Nº2 49007 Zamora (Spain) erasmus@easdzamora.es Tel: +34 980514341 Fax: +34 980514360	http://www.easdzamora.com/en/practice-information/accommodation/
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 ⁴
E ZAMORA08	Prof. César Amador Isidro García Director	18/02/2014	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	12/02/2014	

⁴Scanned signatures are accepted