



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2021² 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 ³ (email, phone)	Website (eg. of the course catalogue)
Instituto Politécnico de Castelo Branco	P CASTELO01	Conceição Baptista Address: Gabinete de Relações Internacionais Av. Pedro Álvares Cabral, nº 12 - 6000-084 - Castelo Branco (Portugal) Tel: +351 272339600 Fax: +351 272339601 E-mail: cbaptista@ipcb.pt //	http://www.ipcb.pt/en/index.php/study-programmes
Universidad San Jorge	E ZARAGOZ07	International Relations Department Tel.: +34 976 060100 Email: international@usj.es	www.usj.es/be-international

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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 [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 *
P CASTELO01	E ZARAGOZ07	0110	Education	1 st , 2 nd	2 students (Total 20 months)	N/A
E ZARAGOZ07	P CASTELO01	0110	Education	1 st , 2 nd	2 students (Total 20 months)	N/A

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

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 *
P CASTELO01	E ZARAGOZ07	0110	Education	1 week (8 hours)	1 week
E ZARAGOZ07	P CASTELO01	0110	Education	1 week (8 hours)	1 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:

⁴ 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>

Receiving Institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P CASTELO01	All	Portuguese	English	B1	B2
E ZARAGOZ07		Spanish	English (where indicated)	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 ZARAGOZ07:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: international@usj.es

Welcome days are organised for incoming students at the beginning of each semester and it is compulsory to participate.

University San Jorge:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: international@usj.es

Welcome days are organised for incoming students at the beginning of each semester and it is compulsory to participate.

All applicants should have a Health Insurance that covers the whole period of their stay.

⁵ 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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
E ZARAGOZ07	15 th June	15 th December

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 4 weeks after end of application deadline.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

SAN JORGE UNIVERSITY grading system:

The grading system follows both the national regulations and the ECTS guidelines, established in the Spanish Royal Decree 1125/2008. **Course Load per Semester:** In average 30 ECTS (European Credit Transfer System)

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Grading: San Jorge University uses a local grading scale with marks between 0 and 10. 10 reflects the maximum score ; 5 is the minimum mark to pass an exam and obtain credits ; less than 5 means a failure ; «No presentado» means that the student has not participated in the evaluation activities. «Matrícula de Honor» means Excellent, with special mention.

Pass/fail system	Marking system	Definition
Pass	10 (Excellent)	Excellent performance, outstanding knowledge and skills
	9 (Very good)	Strong performance, good knowledge and skills
	8 (Good)	Above the average performance, knowledge and skills
	7 (Highly satisfactory)	Average performance, knowledge and skills with unessential shortcomings
	6 (Satisfactory)	Below average performance, knowledge and skills with substantial shortcomings
	5 (Sufficient)	Knowledge and skills meet minimum criteria
Fail	4, 3, 2, 1 Insufficient	Knowledge and skills do not meet minimum criteria/below minimum criteria

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	http://www.sef.pt/portal/V10/EN/asp/page.aspx
E ZARAGOZ07	international@usj.es	http://internationalstudents.usj.es/en

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 ZARAGOZ07	international@usj.es	http://internationalstudents.usj.es/en



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
P CASTELO01	Paula Ribeiro incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure
E ZARAGOZ07	international@usj.es (+34) 976 060 100	http://internationalstudents.usj.es/en/services/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	17/11/2015	
E ZARAGOZ07	Andy Tunnicliffe, Director of International Relations and Quality Assurance	10/02/2016	

⁷ Scanned signatures are accepted

