



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-20[21]² 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)
Tallinn University	EE TALLINN05	Nele Dobrõš, Senior Specialist for International Studies, Erasmus@tlu.ee , +372 6409 136 Reeda Tuula Departmental Coordinator Email: reeda.tuula@tlu.ee Phone: +372 50 12 914 Postal address:	www.tlu.ee/exchange https://www.tlu.ee/en/lti

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.

		School of Natural Sciences and Health Narva Road 29, Tallinn 10120, Estonia	
Polytechnic Institute of 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	www.ipcb.pt/en

B. Mobility numbers⁴ per 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]	Student Mobility for Traineeships *
EE TALLINN05	P CASTELO01	1014	Sport	1	1x10months	tbd
		1015	Travel, tourism, leisure	1	1x10months	tbd
P CASTELO01	EE TALLINN05	1014	Sport	1	1x10months	tbd
		1015	Travel, tourism, leisure	1	1x10months	tbd

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>)

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 <i>[total number of days of teaching periods]</i>	Staff Mobility for Training *
EE TALLINN05	P CASTELO01	1014	Sport	1x5days	tbd
		1015	Travel, tourism, leisure	1x5days	tbd
P CASTELO01	EE TALLINN05	1014	Sport	1x5days	tbd
		1015	Travel, tourism, leisure	1x5days	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:

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	Staff Mobility for Teaching
EE TALLINN05		English		BA students – B1 MA, PhD students – B2	B2
P CASTELO01	All	Portuguese	English	B1	B2

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>

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

Tallinn University can welcome students and staff with disabilities, but would like to discuss the specific special needs and required adjustments during the planning of the exchange. Information regarding the infrastructure can be found at <http://www.tlu.ee/en/studies/Practical-Information/Accessibility-of-Study-Buildings>.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
EE TALLINN05	1 June	1 November
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

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

If one of the partners wishes to modify or terminate the agreement, they have to inform the partner 1 year in advance before the changes in the agreement take place. 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

Grading system of Tallinn University can be found at:
<http://www.tlu.ee/en/studies/Student-Gateway/Grading>

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
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, exchange@tlu.ee , +372 6409 217	http://www.tlu.ee/en/studies/Practical-Information/Residence-Permit-for-Non-EUEEA-Citizens
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

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
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, exchange@tlu.ee , +372 6409 217	http://www.tlu.ee/en/studies/Practical-Information/Health-Care
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
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, exchange@tlu.ee , +372 6409 217	http://www.tlu.ee/en/studies/Practical-Information/Accommodation
P CASTELO01	incoming@ipcb.pt Ph.: +351 272 <u>339 625</u>	http://www.ipcb.pt/en/index.php/before-departure

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
EE TALLINN05	Reeda Tuula- Fjodorov Erasmus departmental coordinator	18.12.2019	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	19/12/2019	

⁶ Scanned signatures are accepted