



Instituto Politécnico
de Castelo Branco

Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-21²

between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Intituto Politécnico de Castelo Branco	P CASTELO 01	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
Université de Nantes	F NANTES 01	International Office : Catherine Dhaussy 1 quai de Tourville, F- 44035 Nantes +33 253 4621 62 international.cooperation@univ-nantes.fr	http://www.univ-nantes.fr/formation

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Faculté des Langues et des Cultures Etrangères Departmental coordinator : Ciro de Morais Rego Ciro.de-Morais-Rego@univ-nantes.fr Administrative contact : Corinne Dubois Chemin de la Censive du Tertre F- 44312 Nantes cedex 3 Tel : +33 2 40 14 10 07 international.langues@univ-nantes.fr</p>	
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B. Mobility numbers⁵ 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 *
F NANTES 01	P CASTELO 01	023	Languages	1 st , 2 nd	2 students x 10 months (total 20 months)	
P CASTELO 01	F NANTES 01	023	Languages	1 st , 2 nd	2 students x 10 months (total 20 months)	

*[*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.]*

⁵ 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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
F NANTES 01	P CASTELO 01	023	Languages	1 week	
P CASTELO 01	F NANTES 01	023	Languages	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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F NANTES 01		FR		B1	B2
P CASTELO 01	All	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.]

⁶ 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>

Université de Nantes organizes each year a Welcome and Information Centre for international students referred as *Guichet Unique*. More information about the *Guichet Unique* : <http://www.univ-nantes.fr/guichet-unique>

Infrastructure to welcome students and staff with disabilities at Université de Nantes:
Relais Handicap: <http://www.univ-nantes.fr/handicap>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F NANTES 01	1st semester and full academic year: apply online by April 30	2nd semester: apply online by November 15
P CASTELO 01	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. The receiving institution will send its decision **within 8 weeks after the 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

The present agreement is valid for a period mentioned above. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on such terms as may be agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated by one of the Universities upon prior notice to the other in writing not later than one year before the termination date, without prejudice to the activities under way. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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' guide⁷. 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.]

Université de Nantes will enclose the requested table with the transcript of records.

IPCB will enclose the requested table with the transcript of records.

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
F NANTES01	<u>international.accueil@univ-nantes.fr</u> +33 (0)253 462 160 (+33 (0)253 462 162)	<u>http://www.univ-nantes.fr/visa-residencypermit</u> Ministry of Foreign Affairs : <u>http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/#sommaire_1</u>
P CASTELO 01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN.aspx/page.aspx

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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
F NANTES01	<u>international.accueil@univ-nantes.fr</u> +33 (0)253 462 160 (+33 (0)253 462 162)	<u>http://www.univ-nantes.fr/healthcare-coverage</u>
P CASTELO 01	<u>European Commission</u> (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
F NANTES01	<u>international.accueil@univ-nantes.fr</u> +33 (0)253 462 160 (+33 (0)253 462 162)	<u>http://www.univ-nantes.fr/housing</u>
P CASTELO 01	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 ⁸
F NANTES01	Prof. Joël MASSOL Vice-Doyen des Relations Internationales de la FLCE	03/03/14	
P CASTELO 01	Prof. Dr. José Carlos Gonçalves Vice-President	18/02/2014	

⁸ Scanned signatures are accepted