Erasmus+ Programme

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

Inter-institutional agreement 2014-2021
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 (email, phone)	Website (eg. of the course catalogue)
Ecole Supérieure d'Art et de Design de Reims	F REIMS 23	Mrs Véronique Pintelon, Erasmus Coordinator ESAD 12, rue Libergier 51100 Reims, France tel. +33 (0)3 26 89 42 75, fax. +33 (0)3 26 89 42 78, e-mail: veronique.pintelon@esad-reims.fr	General http://www.esad-reims.fr/ For incoming students http://www.esad-reims.fr/page/46.html Course list http://www.esad-reims.fr/page/3.html
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

B. Mobility numbers[1] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [number of students/total number of months of the study periods *]	Student Mobility for Traineeships *
P CASTELO01	F REIMS 23	03	Arts	1,2	2/10	--
F REIMS 23	P CASTELO01	03	Arts	1,2	2/10	--

UNESCO 2013 - ISCED Codes: 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 *
P CASTELO01	F REIMS 23	03	Arts	1 for one week min. 8 hours	-
F REIMS 23	P CASTELO01	03	Arts	1 for one week min. 8 hours	-

[1] 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)*

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[2]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
F REIMS 23		FR	EN	B1 (FR)	B2 (EN)
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

ITU: http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=11061

ESAD : http://www.esad-reims.fr/page/46.html

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
ESAD	1st May	1st November
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] 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

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 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

   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. 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 ID Code	Information on the webpage
P CASTELO 01	*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*
F REIMS 23	http://www.esad-reims.fr/page/46.html

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F REIMS 23	Mrs Véronique Pintelon, tel. +33 (0)3 26 89 42 75, fax. +33 (0)3 26 89 42 78, e-mail:veronique.pintelon@esad-reims.fr National Informations on : Office français de l'immigration et de l'intégration (Ofii) direction territoriale de Reims	http://www.ofii.fr

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

Information and assistance can be provided by the following contact points and information sources:

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
F REIMS 23	Mrs Véronique Pintelon, tel. +33 (0)3 26 89 42 75, fax. +33 (0)3 26 89 42 78, e-mail: veronique.pintelon@esad-reims.fr	http://www.esad-reims.fr/page/1.html
P CASTELO 01	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
F REIMS 23	Mrs Véronique Pintelon, tel. +33 (0)3 26 89 42 75, fax. +33 (0)3 26 89 42 78, e-mail: veronique.pintelon@esad-reims.fr	http://www.esad-reims.fr/page/1.html
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[3]
F REIMS 23	Ms Claire PEILLOD Head of the ESAD	14/02/14	
P CASTELO 01	Prof. Dr. José Carlos Gonçalves Vice-President	12/02/2014	

[3] Scanned signatures are accepted