



Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21 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	Website
UNIVERSITY OF MACEDONIA, DEPARTMENT OF MUSIC SCIENCE AND ART 156 Egnatia str., 546 36, Thessaloniki, Greece	G THESSAL02	Elena Papandreou, Assistant Professor Academic Coordinator Tel.: +30 2310 891401 Fax: +30 2310 891307 papandre@uom.edu.gr	http://compus.uom.gr/erasmus/?q=en Courses offered in English: http://compus.uom.gr/erasmus/?q=en/course_list
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 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	TO	Subject area code	Subject area name	Study cycle			Number of student mobility periods			
				1 st	2 nd	3 rd	Student Mobility for Studies		Student Mobility for Traineeships	
				Students	Months (total)	Students	Months (total)			
G THESSAL02	P CASTELO01	0215	Music & performing arts				2	12	0	0
P CASTELO01	G THESSAL02	0215	Music & performing arts				2	12	0	0

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods			
				Staff Mobility for Teaching		Staff Mobility for Training	
G THESSAL02	P CASTELO01	0215	Music & performing arts	2 persons	5 days	2 persons	5 days
P CASTELO01	G THESSAL02	0215	Music & performing arts	2	5	5	

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
G THESSAL02		Greek	English	B1/B2	B2
P CASTELO01		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

G THESSAL02:

- For incoming students we need to have the nomination no later than **June 1st** for students applying for the **winter semester**, and **November 1st** for students applying for the **spring semester**.
- For more information concerning application procedure please visit the website <http://compus.uom.gr/erasmus/?q=node/95>
- together with the application documents, the student must send a CD demo recording (duration of around 15-20 minutes) with works from different styles. The CD will be evaluated by the appropriate professor, who will decide whether the student will be accepted.
- Application documents received after application deadlines will not be accepted.
- In case the application documents are not written in English or in Greek, the applicants have to submit an authorized translation of these documents.
- Exchange studies for PhD students are organized according to individual plans.
- It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.
- All additional information for incoming students can be found at <http://compus.uom.gr/erasmus/?q=en/node/94>
- Incoming international staff members should contact the departmental coordinator of the respective faculty Elena Papandreou papandre@uom.edu.gr
- UOM has the infrastructure to support students with disabilities. Student with disabilities will be contacted before the final approval of the acceptance. While sending the nomination letter, please inform the Erasmus office and the Departmental Coordinator (10 months prior to arrival) about students with disabilities in order to provide the proper support to these students. Final decision depends on extra services/ facilities available.

E. Calendar

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

Receiving institution	Autumn term	Spring term
G THESSAL02	June 20 th	November 20 th
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 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **7 years**. In the event of unilateral termination of the agreement, a notice of at least one academic year will be given to the partner institution. 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

G THESSAL02: <http://compus.uom.gr/erasmus/?q=en/node/92>

ECTS Grading Scale	Grades in UOM	Definition
A	10-8,5	excellent
B	8,49-6,5	very good
C	6,49-5	good
D	-	satisfactory
E	-	sufficient
FX	4,99-1	fail
F	4,99-1	fail

P CASTELO 01: ECTS credits and scale:

*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	Contact details	Website for information
G THESSAL02	Iliana Varesi lily@uom.gr	http://compus.uom.gr/erasmus/?q=en
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	Contact details	Website for information
G THESSAL02	Iliana Varesi lily@uom.gr	http://compus.uom.gr/erasmus/?q=en
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

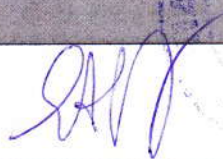
4. Housing

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	Contact details	Website for information
G THESSAL02	esn.uom.thessaloniki@gmail.com	http://compus.uom.gr/erasmus/?q=en
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	Name, function	Date	Signature
G THESSAL02	Prof. Dr. Evgenia Alexandropoulou, Deputy-Rector	18/2/2014	
P CASTELO 01	Prof. Dr. José Carlos Gonçalves Vice-President	12/02/2014	