Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021[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)
Università Politecnica delle Marche – UNIVPM **Fac. of Engineering**	I ANCONA01	**Luciana Martini** Institutional Coordinator Tel:+39 071 2202318 ✉: l.martini@univpm.it **Prof. Liberato Cardellini** Fac. of Engineering Dep. of Materials, Environmental Sciences and Urban Planning ✉: **l.cardellini@univpm.it**	www.univpm.it http://univpm.llpmanager.it/studenti/ http://www.univpm.it/English/Engine/RAServePG.php/P/72291ENG0414
INSTITUTO POLITECNICO DE CASTELO BRANCO **(Portugal)**	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

[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 numbers[4] 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, 1st, 2nd or 3rd]** **	**Number of student mobility periods**	
					Student Mobility for Studies	Total number of months of the study periods or average duration
I ANCONA01	P CASTELO01	582	Building and Civil Engineering	1st, 2nd	2	10
P CASTELO01	I ANCONA01	582	Building and Civil Engineering	1st, 2nd	2	10

*[*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**
I ANCONA01	P CASTELO01	582	Building and Civil Engineering	1 x 5 days	
P CASTELO01	I ANCONA01	582	Building and Civil Engineering	1 x 5 days	

[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)*

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 *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
I ANCONA01		Italian (for courses)	English (for final work)	A2	A2
P CASTELO01	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.]

E. Calendar

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

Receiving institution [Erasmus code]	**Autumn term*** [month]	**Spring term*** [month]
I ANCONA01	**31/05** APPLICATIONS AND NOMINATIONS DEADLINE	**31/10** APPLICATIONS AND NOMINATIONS DEADLINE
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

[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

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

2. The receiving institution will send its decision within 8 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. *[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

Institution [Erasmus code]	Website for information
I ANCONA01	http://univpm.llpmanager.it/studenti/
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
I ANCONA01	✉: international.mobility@univpm.it Tel: +39 071 2202450	
P CASTELO01	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 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
I ANCONA01	✉: economato@univpm.it Tel: +39 071 220 2237	
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
I ANCONA01	✉: info.accommodation @univpm.it Tel: +39 071 220 2423	http://univpm.llpmanager.it/studenti/
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 [Erasmus code]	Name, function	Date	Signature[6]
I ANCONA01	The Rector Prof. Sauro Longhi	20/01/2014	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	29/01/2014	

[6] Scanned signatures are accepted