



Erasmus+ Programme

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

Inter-institutional agreement 2019/2020-2020/2021 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 (e.g. of the course catalogue)
CONSERVATORIO DI MUSICA "G.B. MARTINI"	I BOLOGNA04	Erasmus Institutional Coordinator Gian Paolo Luppi Piazza Rossini, 2 40126 Bologna Italy Tel: +39 051221483 Fax: +39 051223168 erasmus@consbo.it	www.consbo.it
INSTITUTO POLITÉCNICO DE 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 numbers¹ per academic year

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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
I BOLOGNA04	P CASTELO01	0215	Music and Musicology	Undergraduate Postgraduate	20,00 Months 2,00 students	To be decided
P CASTELO01	I BOLOGNA04	0215	Music and Musicology	Undergraduate Postgraduate	20,00 Months 2,00 students	To be decided

Please note that the number of months indicated above is the number of months per student, and NOT the sum of months for all students.

*Optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.

FROM	TO		Subject area code	Subject area name	Study cycle	Number of staff mobility periods	
						Staff Mobility for Teaching	Staff Mobility for Training
I BOLOGNA04	P CASTELO01		0215	Music and Musicology	Undergraduate Postgraduate	1 person/3-5 days/ minimum 8 hours	1 person/1 week
P CASTELO01	I BOLOGNA04		0215	Music and Musicology	Undergraduate Postgraduate	1 person/3-5 days/ minimum 8 hours	1 person/1 week

Please note that the number of hours/weeks indicated above is the number of hours/weeks per staff mobility, and NOT the sum of hours/weeks for all staff mobilities.

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:

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>)



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
I BOLOGNA04		Italian	English	Minimum level of English. Minimum level of Italian.	Medium level of English
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

Conservatorio di Musica "G.B.Martini": Exchange students should be nominated by the institution. Required application documents: Application form; Learning Agreement; CV; a recording. No special demands are required for the recording which will be auditioned by a commission. Admittance depends on the decision taken by the Commission and on the available study places at the Conservatoire.

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 BOLOGNA04	The Academic Year is considered as a whole http://www.consbo.it/flex/cm/pages/ServeBLOB.php/L/IT/IDPagina/406 Deadline for applications : March 31 st	
P CASTELO01	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 **3** weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **3** 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

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

Conservatorio di Musica "G.B.Martini": The Italian grading system is based on a maximum of 30 points with 18 as the lowest passing grade. 30 Cum Laude may also be awarded.

A table of the Grading distribution in the Institute will be provided with the Transcript of records.

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:

Erasmus code	Contact details	Website
I BOLOGNA04	erasmus@consbo.it	http://www.esteri.it/visti/index_eng.asp
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:

Erasmus code	Contact details	Website
I BOLOGNA04	erasmus@consbo.it	http://www.consbo.it/flex/cm/pages/ServeBL_OB.php/L/IT/IDPagina/411
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:

Erasmus code	Contact details	Website
I BOLOGNA04	erasmus@consbo.it	http://www.consbo.it/flex/cm/pages/ServeBL_OB.php/L/IT/IDPagina/326
P CASTELO01	incoming@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 ²
I BOLOGNA04	Vincenzo De Felice Direttore	08/01/2020	 
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	19/12/2019	 

² Scanned signatures are accepted