



# 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Alma Mater Studiorum Università di Bologna	I BOLOGNA 01	Giovanna Filippini – Head of International Relations European Mobility Office General Administration – International Relations Division - Via Zamboni 33 – 40126 Bologna Phone: +39 0512088100 Fax: +39 0512086174 E-mail: <a href="mailto:erasmus@unibo.it">erasmus@unibo.it</a>  Maurizio Canavari Phone: +39 051 20 9 6108 Fax: +39 051 20 9 6105 E-mail: <a href="mailto:maurizio.canavari@unibo.it">maurizio.canavari@unibo.it</a>	<a href="http://www.unibo.it">www.unibo.it</a>  <a href="http://www.unibo.it/CourseUnits">www.unibo.it/Course Units</a>

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
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## B. Mobility numbers<sup>2</sup> per academic year

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. Each party will take this into consideration when organizing students selection.

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
[total number of months of the study periods or average duration*]						
I BOLOGNA01	P CASTELO01	6201	Agricultura   economics	1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup>	1 X 6	//
P CASTELO01	I BOLOGNA01	6201	Agricultura   economics	1 <sup>st</sup>	3 x 6	//

\*Optional: subject area code & name and study cycle are 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	Staff Mobility for Training *
[total number of days of teaching periods or average duration*]					

<sup>2</sup> 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>

I BOLOGNA01	P CASTELO01	6201	Agricultural economics	1 x 1 week (8 hours)	//
P CASTELO01	I BOLOGNA01	6201	Agricultural economics	1 x 1 week (8 hours)	//

### 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I BOLOGNA01	all	Italian	English	Italian A2 /English B1	
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]

**I BOLOGNA01:** Exchange students will normally be permitted to enter courses at I BOLOGNA01 unless these courses are subject to restricted enrolments.

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities: [www.unibo.it/DisabledStudents](http://www.unibo.it/DisabledStudents).

#### Calendar

**I BOLOGNA01:** Student nominations and applications must reach I BOLOGNA01 to the following e-mail address: [incoming.diri@unibo.it](mailto:incoming.diri@unibo.it)

### E. Calendar

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

<sup>3</sup> 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>

Receiving institution [Erasmus code]	Autumn term and academic year * [month]	Spring term* [month]
I BOLOGNA01	Nominations: July 31 <sup>st</sup>	Nominations: December 15 <sup>th</sup>
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.
2. Bologna01 will send its decision about acceptance to nominated students within five weeks upon receipt of nominations.
3. I BOLOGNA01 : A Transcript of Records will be issued by no later than five weeks after student departure.

#### 4. Termination and modification of the agreement

In case of changes, the partners can amend the agreement (part B) and/or the attached info sheet data, which form an integral part of the agreement, at one academic year written notice, by sending an email to the institutional contact listed in part A. This means that a unilateral decision to modify the agreement must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1. Only in case of change of part B the drawing up/stipulation of a new agreement is required.

The agreement may be terminated by either side at one academic year written notice by sending an email to the institutional contact listed in part A. This means that a unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1.

The participants already nominated by their home university at the date of notice shall be permitted to complete the program.

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

**I BOLOGNA01:** The ECTS grading tables of I BOLOGNA01 are available at the following page:  
[www.unibo.it/ECTSgradingscale](http://www.unibo.it/ECTSgradingscale)

#### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I BOLOGNA01	Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	<a href="http://www.unibo.it/exchangestudents">www.unibo.it/exchangestudents</a>
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</a>

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I BOLOGNA01	Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	<a href="http://www.unibo.it/exchangestudents">www.unibo.it/exchangestudents</a>
P CASTELO01	<u>European Commission</u> ( <u>Employment, Social Affairs &amp; Inclusion</u> )	European Health Insurance Card <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> <a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>

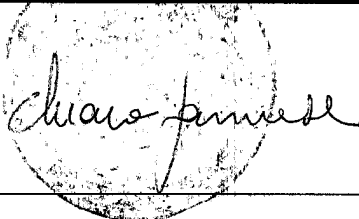

### **4. Housing**

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 BOLOGNA01	Student Accommodation and Information Service (SAIS) Phone number: +39 051 254423 E-mail address: sais@ceur.it	<a href="http://www.sais.ceur.it">www.sais.ceur.it</a>
P CASTELO01	<u>Paula Ribeiro</u> <u>gri@ipcb.pt</u> Ph.: +351 272 339 625	<a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
I BOLOGNA01	Giovanna Filippini, Head of International Relations	28/02/14	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	25/02/2014	

<sup>4</sup> Scanned signatures are accepted