



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2019-2021

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 ¹ (email, phone)	Website (eg. of the course catalogue)
Università degli Studi Roma Tre Department of Education Science	I ROMA16	European Student Mobility Programmes erasmus.agreements@uniroma3.it ph: +390657332746 fax: +390657332330 Via Ostiense 159 00154 Roma - Italia Erasmus Coordinators: Prof. Vincenzo Piccione vincenzo.piccione@uniroma3.it ; Prof. Marina Geat marina.geat@uniroma3.it	www.uniroma3.it http://uniroma3-public.gomp.it/Programmazioni/Catalogo/CatalogoErogata.aspx

<p>INSTITUTO POLITÉCNICO DE CASTELO BRANCO</p> <p>Av. Pedro Álvares Cabral, nº 12 - 6000-084 Castelo Branco - Portugal.</p>	<p>P CASTELO01</p>	<p>Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt</p> <p>Dr.^a Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600</p>	<p>www.ipcb.pt/en</p>	
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B. Mobility numbers² 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, 1 st , 2 nd or 3 rd] *	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 ROMA16	P CASTELO01	0111	Education science	1 st	4 students x 5 months (20 months)		
P CASTELO01	I ROMA16	0111	Education science	1 st	4 students x 5 months (20 months)		

*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 *]		
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² 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 ROMA16	P CASTELO01	011	Education	3 teachers	Only by individual agreement
P CASTELO01	I ROMA16	011	Education	3 teachers	Only by individual agreement

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I ROMA16		Italian		B1	B2
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 ROMA16:

Students with Special Needs Office: <http://www.uniroma3.it/en/students/prospective-students/students-special-needs/>

E. Calendar

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

³ 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* [month]	Spring term* [month]
I ROMA16	June 15 th	November 15 th
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

- The receiving institution will send its decision within 4 weeks. **I ROMA16:** The receiving institution will send its decision within 6 weeks
- 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.
- 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. 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

I ROMA16:

The credits mentioned in Roma Tre transcripts are equal to ECTS. One credit represents 25 hours of study, with one full time academic year consisting of 60 ECTS credits. The grading system used at the University Roma Tre is the national grading system:

- Passing grades for each exam or learning activity can range from 18 to 30. The highest possible grade is 30 e lode (30L). For some exams and activities there is no grade, but only "pass" (IDONEO).
- Graduation grades can range from 66 to 110. The highest possible grade is 110/110 with honours. The final graduation mark depends on the average of exams grades and the academic value of the thesis and of its defense; the latter is evaluated by a commission of members of the Faculty.

More information can be found at the web-site:

<http://www.cimea.it/default.aspx?IDC=135>.

Statistical distribution of grades can be found at the following link:

http://europa.uniroma3.it/relint_nuovo/sito_2005/view.asp?id=199

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 ROMA16	incoming.students@uniroma3.it ph: +390657332329/328	http://portalestudente.uniroma3.it/en/international-mobility/programma-erasmus-incoming-students-eng/
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 [Erasmus code]	Contact details (email, phone)	Website for information
I ROMA16	incoming.students@uniroma3.it ph: +390657332329/328	http://portalestudente.uniroma3.it/en/international-mobility/programma-erasmus-incoming-students-eng/
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


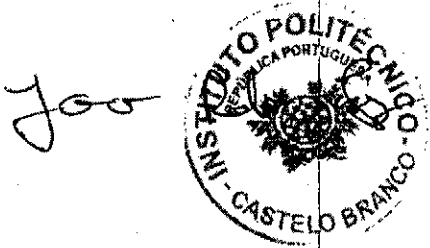
4.Housing

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 ROMA16		http://portalestudente.uniroma3.it/mobilita/all/ggi/
P CASTELO01	Paula Ribeiro incomlng@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 ⁴
I ROMA16	Prof. Luca Marcozzi Erasmus Institutional Coordinator	13/09/2018	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	6/11/2018	

⁴ Scanned signatures are accepted