



Erasmus+

**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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITÀ EUROPEA DI ROMA	I ROMA23	<b><u>Institutional Coordinator:</u></b> Prof. Aniello Merone PhD <a href="mailto:aniello.merone@unier.it">aniello.merone@unier.it</a> <b><u>Erasmus incoming:</u></b> Dott.ssa Andrea Llorente <a href="mailto:andrea.llorente@unier.it">andrea.llorente@unier.it</a> 06-66543809	<a href="http://www.universitaeturpeadiroma.it/">http://www.universitaeturpeadiroma.it/</a>
INSTITUTO POLITÉCNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz <b>Head of International Relations Office</b> <a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a>  Dr. <sup>a</sup> Conceição Baptista <b>Institutional Erasmus Coordinator</b> <a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a> Ph.: +351 272 339 600	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>

**B. Mobility numbers<sup>2</sup> 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 <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 *
I ROMA23	P CASTELO01	011	Education	1 <sup>st</sup> , 2 <sup>nd</sup>	2*5	tbd
P CASTELO01	I ROMA23	011	Education	1 <sup>st</sup> , 2 <sup>nd</sup>	2*5	tbd

\*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 *
I ROMA23	P CASTELO01	011	Education	1*5	/
P CASTELO01	I ROMA23	011	Education	1*5	/

<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>)

### 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 instruc- tion 1	Language of instruc- tion 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 ROMA23		Italian	English	Italian B2  Italian B1 is accepted, but student have to attend the free Italian languages course offered by UER  English B2 recommended	Italian B2  English 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]

### 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 ROMA23	Nomination deadline: May 10th  Application deadline: June 1th	Nomination deadline: October 30 <sup>th</sup>  Application deadline: November 20th
P CASTELO01	May 31th (April 30th for students with visa requirement)	November 30th (October 31th for students with visa requirement)

<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>

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

*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 ROMA23;** the following scale is used for all types of evaluations/examinations:

ECTS	ITALIAN SCALE	
A	30 e 30 e lode	HONOURABLE DISTINCTION
B	28 a 29	OUTSTANDING
C	26 a 27	VERY GOOD
D	23 a 25	GOOD
E	18 a 22	PASSING
F	<18	FAILING

### **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 ROMA23	<a href="mailto:andrea.llorente@unier.it">andrea.llorente@unier.it</a> Phone: +39 06.6654.3809	<a href="https://www.universitaetueuropeadiroma.it/en/international-exchanges/#tab_registration-requirements">https://www.universitaetueuropeadiroma.it/en/international-exchanges/#tab_registration-requirements</a>
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 <a href="mailto:del.cbranco@sef.pt">del.cbranco@sef.pt</a>	<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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I ROMA23	<a href="mailto:andrea.llorente@unier.it">andrea.llorente@unier.it</a> Phone: +39 06.6654.3809	<a href="https://www.universitaetueuropeadiroma.it/en/international-exchanges/#tab_registration-requirements">https://www.universitaetueuropeadiroma.it/en/international-exchanges/#tab_registration-requirements</a>
P CASTELO01	<u>European Commission</u> ( <u>Employment, Social</u> <u>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>

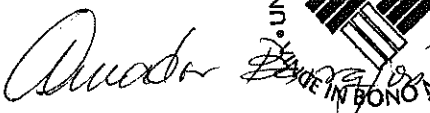



#### 4. Housing

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 ROMA23	<a href="mailto:andrea.llorente@unier.it">andrea.llorente@unier.it</a> Phone: +39 06.6654.3809	<a href="https://www.universitaeuropadiroma.it/en/international-exchanges/#tab_house-and-living-information">https://www.universitaeuropadiroma.it/en/international-exchanges/#tab_house-and-living-information</a>
P CASTELO01	<a href="mailto:incoming@ipcb.pt">incoming@ipcb.pt</a> 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 ROMA23	Prof. P. Amador Barrajón Muñoz, LC	26/10/2019	  Il Rettore
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	16/09/2019	 

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