



Erasmus+ Programme

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

Inter-institutional agreement 2014/15 - 2020/21 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 (eg. of the course catalogue)
INSTITUTO POLITÉCNICO DE CASTELO BRANCO	p CASTELO01	Institutional Erasmus Coordinator	Dr.ª Conceição Baptista Av. Pedro Álvares Cabral, nº 12 - 6000-084 Castelo Branco Portugal. Tel: + 351 272 339 600 Fax: + 351 272 339 601 cbaptista@ipcb.pt	www.ipcb.pt/en
LIETUVOS VERSLO KOLEGIJA	LT KLAIPED 07	Erasmus coordinator	Silva Blazulioniene Turgaus Street 21,LT-91249 Klaipeda,Lithuania Tel: +37046314315 Fax: +37046314320 E-mail: silva.blazulioniene@ltvk.lt	www.ltvk.lt

B. Mobility numbers per 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 (total number of months per one academic year)	Student Mobility for Traineeships *
P CASTELO01	LT KLAIPED 07	0311	Economics	1 st	15 Months (3student*5 months)	X
LT KLAIPED 07	P CASTELO01	0311	Economics	1 st	15 Months (3student*5 months)	X
P CASTELO01	LT KLAIPED 07	041	Business and administration	1 st	15 Months (3student*5 months)	X
LT KLAIPED 07	P CASTELO01	041	Business and administration	1 st	15 Months (3student*5 months)	X

* Optional

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 weeks per one academic year)	Staff Mobility for Training *
P CASTELO01	LT KLAIPED 07	All		1 week (1 Lectuer)	1 week (1 staff)
LT KLAIPED 07	P CASTELO01	All		1 week (1 Lectuer)	1 week (1 staff)

* Optional

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)	Subject area name *	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P CASTELO01	All	Portuguese	English	B1	B2
LT KLAIPED 07		Lithuanian	English	B1	B2

* Optional

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

Both above mentioned institutions have the conditions for the acceptance of students and staff with disabilities.

E. Calendar

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

Receiving institution (Erasmus code)	Autumn term	Spring term
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
LT KLAIPED 07	July, 1 st	December, 1 st

2. The receiving institution will send its decision within 5 weeks after deadlines.
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

The involved institutions may agree on the procedure of modifying or terminating the bilateral agreement. In case of unilateral modification or termination, a written notice of at least one academic year ahead will be given. 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

LT KLAIPED 07: <http://www.ltvk.lt/?module=staticpages&id=443&ln=en>

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
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
LT KLAIPED 07	Silva.blazulioniene@ltvk.lt Tel: +370 46 314 315 FAX: +370 46 314 320	http://www.ltvk.lt/?module=staticpages&id=443&ln=en

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
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
LT KLAIPED 07	Silva.blazulioniene@ltvk.lt Tel: +370 46 314 315 FAX: +370 46 314 320	http://www.ltvk.lt/?module=staticpages&id=443&ln=en


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
P CASTELO01	<u>Paula Ribeiro</u> <u>gri@ipcb.pt</u> <u>Ph.: +351 272 339 625</u>	<u>http://www.ipcb.pt/en/index.php/before-departure</u>
LT KLAIPED 07	<u>Silva.blazulioniene@lrvk.lt</u> Tel: +370 46 314 315 FAX: +370 46 314 320	<u>http://www.lrvk.lt/?module=staticpages&id=443&ln=en</u>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	14/03/2014	
LT KLAIPED 07	Prof. Dr. Angele Lileikiene Director of Lietuvos verslo kolegija	19/03/2014	