



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 (email, phone)	Website (eg. of the course catalogue)
Klaipeda State University of Applied Sciences	LT KLAIPED09	Institutional coordinator: Mrs Jurate Danieliene Head of International Relations Department Phone: +370 630 07720 E-mail: j.danieliene@kvk.lt	http://www.kvk.lt/index.php/lt/klaipeda-state-college
Polytechnic Institute of 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 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 November 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 of the study periods or average duration*]	Student Mobility for Traineeships *
P CASTELO01	LT KLAIPED09	0112	Pedagogy and Pre-school Education	1 st	2x6 moths (12 total)	tbd
		1015	Tourism Administration	1 st	2x6 moths (12 total)	tbd
		0414	Audiovisual Production Design	1 st	2x6 moths (12 total)	tbd
		0411	Accounting	1 st	2x6 moths (12 total)	tbd
		0412	Finance	1 st	2x6 moths (12 total)	tbd
		0613	Informatics	1 st	2x6 moths (12 total)	tbd
		0612	Informatics Engineering	1 st	2x6 moths (12 total)	tbd
		0713	Electrical Engineering	1 st	2x6 moths (12 total)	tbd
		0732	Civil Engineering	1 st	2x6 moths (12 total)	tbd
		0923	Social Work	1 st	2x6 moths (12 total)	tbd

		0915	Physiotherapy	1 st	2x6 moths (12 total)	tbd
LT KLAIPED09	P CASTELO01	0112	Pedagogy and Pre-school Education	1 st	2x6 moths (12 total)	tbd
		1015	Tourism Administration	1 st	2x6 moths (12 total)	tbd
		0414	Audiovisual Production Design	1 st	2x6 moths (12 total)	tbd
		0411	Accounting	1 st	2x6 moths (12 total)	tbd
		0412	Finance	1 st	2x6 moths (12 total)	tbd
		0613	Informatics	1 st	2x6 moths (12 total)	tbd
		0612	Informatics Engineering	1 st	2x6 moths (12 total)	tbd
		0713	Electrical Engineering	1 st	2x6 moths (12 total)	tbd
		0732	Civil Engineering	1 st	2x6 moths (12 total)	tbd
		0923	Social Work	1 st	2x6 moths (12 total)	tbd
		0915	Physiotherapy	1 st	2x6 moths (12 total)	tbd

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 <i>[total number of days of teaching periods or average duration*]</i>	Staff Mobility for Training *
P CASTELO01	LT KLAIPED09	0112	Pedagogy and Pre-school Education	1 [7 days]	tbd
		1015	Tourism Administration	1 [7 days]	tbd
		0414	Audiovisual Production Design	1 [7 days]	tbd

		0411	Accounting	1 [7 days]	tbd
		0412	Finance	1 [7 days]	tbd
		0613	Informatics	1 [7 days]	tbd
		0612	Informatics Engineering	1 [7 days]	tbd
		0713	Electrical Engineering	1 [7 days]	tbd
		0732	Civil Engineering	1 [7 days]	tbd
		0923	Social Work	1 [7 days]	tbd
		0915	Physiotherapy	1 [7 days]	tbd
LT KLAIPED09	P CASTELO01	0112	Pedagogy and Pre-school Education	1 [7 days]	tbd
		1015	Tourism Administration	1 [7 days]	tbd
		0414	Audiovisual Production Design	1 [7 days]	tbd
		0411	Accounting	1 [7 days]	tbd
		0412	Finance	1 [7 days]	tbd
		0613	Informatics	1 [7 days]	tbd
		0612	Informatics Engineering	1 [7 days]	tbd
		0713	Electrical Engineering	1 [7 days]	tbd
		0732	Civil Engineering	1 [7 days]	tbd
		0923	Social Work	1 [7 days]	tbd
		0915	Physiotherapy	1 [7 days]	tbd

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

LT KLAIPED09	All	Lithuanian	English	B1	B2
P CASTELO01		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

Klaipeda State University of Applied Sciences:

Enrolment only if up to 30 ECTS per semester.

Our ESN (Erasmus Student Network) mentors help all the incoming students to adapt at the University and daily life, and arrange various events.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LT KLAIPED09	June 30	November 30
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

2. **Klaipeda State University of Applied Sciences:** after students are nominated by their home university, they are obliged to send to the International Relations Department: a filled-in Application Form, the Learning Agreement, the Transcript of Records (if required by a faculty). After having received the paper application (printed online application) the letter of acceptance will be send within a max. of 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement: **30th September 2021.**

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

Grading system at Klaipeda State University of Applied Sciences

Local grade	ECTS grade
10 (excellent)	A
9 (very good)	B
8 (good)	C
7 (highly satisfactory)	D
6 (satisfactory);	E
5 (sufficient)	
4-1 (fail)	F

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
LT KLAIPED09	Almeda Sinusaite Specialist of International Relations Department Tel: +370 65967260 E-mail: a.sinusaite@kvk.lt	http://www.kvk.lt/index.php/lt/international-relations-department-menu
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
LT KLAIPED09	Almeda Sinusaite Specialist of International Relations Department Tel: +370 65967260 E-mail: a.sinusaite@kvk.lt	http://www.kvk.lt/index.php/lt/international-relations-department-menu
P CASTELO01	<u>European Commission</u> (<u>Employment, Social Affairs & Inclusion</u>)	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
LT KLAIPED09	Almeda Sinusaite Specialist of International Relations Department Tel: +370 65967260 E-mail: a.sinusaite@kvk.lt	http://www.kvk.lt/index.php/lt/international-relations-department-menu
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 ¹
LT KLAIPED09	Jūratė Danielienė Head of International Relations Department	2019-03-12	 
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	04/03/2019	 

¹Scanned signatures are accepted