



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² **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	Erasmus code	Contact details³	Website
Akademia Humanistyczno-Ekonomiczna w Łodzi UNIVERSITY OF HUMANITIES AND ECONOMICS IN ŁÓDŹ	PL LODZ07	<u>International Cooperation Department</u> Email: erasmus@ahelodz.pl Phone: +48 42 29 95 727	http://www.ahelodz.pl/ www.dwz.ane.lodz.pl
INSTITUTO POLITECNICO DA 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

¹ Inter-institutional agreements can be signed by two or more higher education institutions.

² Higher Education Institutions have to agree on the period of validity of this agreement.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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	TO	Subject area code *	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*
PL LODZ07	P CASTELO01	021	Art, Multimedia and Communication		1 student x 5 months	--
		011	Education and Teacher's Training		1 student x 5 months	--
P CASTELO01	PL LODZ07	021	Art, Multimedia and Communication		1 student x 5 months	--
		011	Education and Teacher's Training		1 student x 5 months	--

FROM	TO	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training*
PL LODZ07	P CASTELO01	021	Art, Multimedia and Communication	1 person x 5 days	To be decided
		011	Education and Teacher's Training	1 person x 5 days	To be decided
P CASTELO01	PL LODZ07	021	Art, Multimedia and Communication	1 person x 5 days	To be decided
		011	Education and Teacher's Training	1 person x 5 days	To be decided

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:

⁴ 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>)

Thompson

Receiving institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies	Staff Mobility for Teaching
PL LODZ07		Polish	English	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

E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
PL LODZ07	30 May nomination 15 June application	14 December nomination 30 December application
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

[* to be adapted in case of a trimester system]

- The receiving institution will send its decision within 4 weeks.
- A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished
- Termination of the agreement

This Agreement becomes effective for the period indicated on the first page.

F. Information

⁵ 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>

Thomson

1. Grading systems of the institutions

PL LODZ07: In Poland grading system is based on a scale ranging from 2 to 5.
The passing grade is 3.

Polish Grade	Description
bardzo dobry (5.0)	Excellent performance
dobry plus (4.5)	Very good performance
dobry (4.0)	Good performance
dostateczny plus (3.5)	Satisfactory performance
dostateczny (3.0)	Sufficient performance
niedostateczny (2.0)	Fail

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	Contact details	Website for information
PL LODZ07	erasmus@ahelodz.pl	www.dwz.ahelodz.pl
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

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	Contact details	Website for information
PL LODZ07	erasmus@ahelodz.pl	www.dwz.ahelodz.pl
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

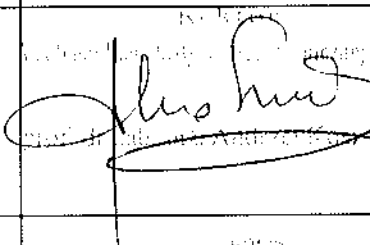

4. Housing

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	Contact details	Website for information
PL LODZ07	erasmus@ahelodz.pl	www.dwz.ahelodz.pl
P CASTELO01	Paula Ribeiro incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure

G. SIGNATURES OF THE INSTITUTIONS (representatives)

Institution	Name, function	Date	Signature ⁶
PL LODZ07	Prof. dr hab. inż. Andrzej Koszmider Rector		
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	21/01/2015	

⁶ Scanned signatures are accepted