KYAMK
University of Applied Sciences

Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021
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	Erasmus code	Contact details	Website
Kymnenlaakson Ammattikokeakoulu, University of applied sciences	SF KOTKA06	Henrik Luikko Head of International relations +358 44 7028232 henrik.luikko@kyamk.fi; International Office international@kyamk.fi	www.kyamk.fi/exchange www.kyamk.fi/io_staff Online application: https://kyamk.moveonnet.eu/moveonline/incoming/welcome.php
Instituto Politécnico De 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[2] 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, 1st, 2nd or 3rd]* *	Number of student mobility periods	
					Student Mobility for Studies *[total number of months of the study periods or average duration*]*	*Student Mobility for Traineeships* *
SF KOTKA06	P CASTELO01	021	Design	1st	2x10 months	
P CASTELO01	SF KOTKA06	021	Design	1st	2x10 months	

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 days of teaching periods or average duration *]*	*Staff Mobility for Training* *
SF KOTKA06	P CASTELO01	021	Design	1 week	
P CASTELO01	SF KOTKA06	021	Design	1 week	

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 *[Min rec. level: B1]*	Staff Mobility for Teaching *[Min rec level: B2]*

[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

SF KOTKA06		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

SF KOTKA06: Students with disabilities ca be accepted after the consultation with the Faculty Coordinator and International Office. From the car parking as well as walkway to the Faculty building can be accessed at special grades. Toilets for the disabled are available. The elevator is also available for people with disabilities. Some rooms are accessible to wheelchairs in one of the student houses.

P CASTELO01:

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SF KOTKA06	May 15th	November 1st
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

2. **SF KOTKA06:** Will send its decision about within 4 weeks, from the application deadline

   P CASTELO01: Will send its decision about within 4 weeks, from the application deadline

3. **SF KOTKA06:** A Transcript of Records will be issued no later than 8 weeks after the assessment period has finished at our institution. Copies will be sent to the Erasmus Office of the home institution.

   P CASTELO01: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution. Copies will be sent to the Erasmus Office of the home institution.

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

SF KOTKA06:

SF KOTKA06	
The Finnish grading scale	Definition
5	Excellent
4	Very good
3	Good
2	Highly satisfactory
1	Satisfactory
0	Failed
H	Accepted without numerical grade

http://www.kyamk.fi/Studying/Student%20exchange/Incoming%20exchange%20students/Study%20Programmes#grading

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	Website for information
SF KOTKA06	international@kyamk.fi	www.kyamk.fi/exchange -> additional information for accepted students -> other documents required
P CASTELO01	Foreign People & 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 [Erasmus code]	Contact details	Website for information
SF KOTKA06	international@kyamk.fi	www.kyamk.fi/exchange -> additional information for accepted students -> other documents required
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	Website for information
SF KOTKA06	international@kyamk.fi	www.kyamk.fi/exchange -> accommodation
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

Institution [Erasmus code]	Name, function	Date	Signature[4]
SF KOTKA06	Mr. Henrik Luikko Head of International Relations	15.6.2015	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	04/06/2015	

[4] Scanned signatures are accepted