



Erasmus+ Programme

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

Inter-institutional agreement 2019-21 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 ¹ (email, phone) | Website (eg. of the course catalogue) |
|--|--------------|--|---|
| South-Eastern Finland University of Applied Sciences, Xamk | SF MIKKELI07 | Institutional Erasmus Coordinator: Eeva Virtanen Patteristonkatu 3 PB 68, FI-50100 Mikkeli eeva.virtanen@xamk.fi Tel: + 358 40 534 5128 | http://www.xamk.fi Online application and more information: https://www.xamk.fi/en/education/exchange/ |
| Instituto Politécnico de Castelo Branco | P CASTEL001 | 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 Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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 * [ISC ED] | 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 * |
| SF MIKKELI07 | P CASTELO01 | 021 | Design | 1 st cycle | 2 x 10 months | tbd |
| P CASTELO01 | SF MIKKELI 07 | 021 | Design | 1 st cycle | 2 x 10 months | tbd |

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

| FROM [Erasmus code of the sending institution] | TO [Erasmus code of the receiving institution] | Subject area code * [ISC ED] | 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 MIKKELI07 | P CASTELO01 | 021 | Design | 1 x 5 days (1 week, min 8 hours teaching) | upon arrangement |
| P CASTELO01 | SF MIKKELI07 | 021 | Design | 1 x 5 days (1 week, min 8 hours teaching) | upon arrangement |

² 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 instruction 1 | Language of instruction 2 | Recommended language of instruction level ³ | |
|---|---------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| SF MIKKELI07 | Any | English | Finnish | B1 English | B2 English, C1 recommended |
| 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 Mikkeli07

- Each semester starts with orientation days for newly accepted students. Orientation days are usually kept during **week 34** for the autumn term and **week 2** for the spring term.
- Students with disabilities can be accepted after the consultation with the 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.
- More information: <https://www.xamk.fi/en/education/exchange/>

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 MIKKELI07 | Nomination deadline: May 1st Application deadline: May 15th | Nomination deadline: October 15th Application deadline: November 1st |
| 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]

2. The receiving institution will send its decision within 4 weeks.

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>

3. A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of three years. If neither organisation gives written notice to the other at least till 1st September 2016 (will only take effect as of 1st September 2017), the agreement shall be automatically extended for another three year period. 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 MIKKELI07

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

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 |
|-------------------------------|---|---|
| SF MIKKELI07 | International@xamk.fi Kouvola Campus: ulf.jensen-munk@xamk.fi | https://www.xamk.fi/en/education Finnish Immigration Service http://www.miqri.fi/studying_in_finland |
| 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 |
|----------------------------------|---|--|
| SF MIKKELI07 | international@xamk.fi Kouvola Campus: ulf.jensen-munk@xamk.fi | https://www.xamk.fi/en/education/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 |



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 |
|-------------------------------|---|---|
| SF MIKKELI07 | international@xamk.fi Kouvola Campus: ulf.jensen-munk@xamk.fi | https://www.xamk.fi/en/education/information |
| 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 ⁴ |
|----------------------------------|---|------------|---|
| SF MIKKELI07 | Olli Ervaala Director of Education Services | 14.11.2019 |  |
| P CASTELO01 | Prof. Dr. João Pedro Luz Head of International Office | 30/10/2019 |  |

⁴ Scanned signatures are accepted