



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional 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 (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
Lapland University of Applied Sciences, Finland (Lapin ammattikorkeakoulu)	SF ROVANIE11	Erasmus Institutional Coordinator: Mari Putaansuu Coordinator, International Relations Email: international@lapinamk.fi Contact person: Kati Kehusmaa Coordinator, International Relations P.O. Box 505 94600 KEMI, FINLAND Tel: +358 40 573 2026 Fax: +358 16 251 120 Email: international@lapinamk.fi	http://www.lapinamk.fi/en
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 numbers² 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 [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 *
SF ROVANIE11	P CASTELO01	0913	Nursing	1 st		2 x 3 months = 6 months
SF ROVANIE11	P CASTELO01	76	Social Services	1 st		2 x 3 months = 6 months
SF ROVANIE11	P CASTELO01	041	Business and Administration	1 st	2 x 5 months = 10 months	
SF ROVANIE11	P CASTELO01	0211	Media	1 st	2 x 5 months = 10 months	
SF ROVANIE11	P CASTELO01	0213	Fine Arts	1 st	2 x 5 months = 10 months	
SF ROVANIE11	P CASTELO01	071	Electrical Engineering, Mechanical and Production Engineering	1 st	2 x 5 months = 10 months	
P CASTELO01	SF ROVANIE11	0913	Nursing	1 st		2 x 3 months = 6 months
P CASTELO01	SF ROVANIE11	76	Social Services	1 st		2 x 3 months = 6 months
P CASTELO01	SF ROVANIE11	041	Business and Administration	1 st	2 x 5 months = 10 months	
PCASTELO01	SF ROVANIE11	0211	Media	1 st	2 x 5 months = 10 months	
P CASTELO01	SF ROVANIE11	0213	Fine Arts	1 st	2 x 5 months = 10 months	

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>)

P CASTELO01	SF ROVANIE11	071	Electrical Engineering, Mechanical and Production Engineering	1 st	2 x 5 months = 10 months	
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*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

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 *
SF ROVANIE11	P CASTELO01	723	Nursing	2 (5 days)	1 (5 days)
		76	Social Services	2 (5 days)	1 (5 days)
		041	Business and Administration	2 (5 days)	1 (5 days)
		0211	Media	2 (5 days)	1 (5 days)
		0213	Fine Arts	2 (5 days)	1 (5 days)
		071	Electrical Engineering, Mechanical and Production Engineering	2 (5days)	1 (5 days)
P CASTELO01	SF ROVANIE11	723	Nursing	2 (5days)	1 (5 days)
		76	Social Services	2 (5 days)	1 (5 days)
		041	Business and Administration	2 (5 days)	1 (5 days)
		0211	Media	2 (5 days)	1 (5 days)
		0213	Fine Arts	2 (5 days)	1 (5 days)
		071	Electrical Engineering, Mechanical and Production Engineering	2 (5days)	1 (5 days)

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 ROVANIE11	All	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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

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 ROVANIE11	28 February (Nomination deadline for Nursing and Social Services practical training) 3 May (application deadline)	30 September (Nomination deadline for Nursing and Social Services practical training) 25 November (application deadline)
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

- 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 at the receiving HEI.
- Termination of the agreement

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>

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. The termination clauses must include the following disclaimer: "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

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

SF ROVANIE11: <http://www.lapinamk.fi/en/Applicants/Exchange-Students/ECTS-and-Diploma-Supplement>

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 ROVANIE11	international@lapinamk.fi	http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance
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 [Erasmus code]	Contact details (email, phone)	Website for information
SF ROVANIE11	international@lapinamk.fi	http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Visa,-permits-and-insurance
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

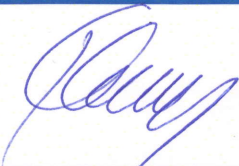



4.Housing

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 ROVANIE11	international@lapinamk.fi	http://www.lapinamk.fi/en/Applicants/Exchange-Students/Practical-Information/Accommodation
P CASTELO01	Paula Ribeiro gri@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 ROVANIE11	Martti Lampela Rector	3.4.2014	 
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	25/02/2014	 

⁴ Scanned signatures are accepted