



# Erasmus+ Programme

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

## Inter-institutional agreement 2014-2021

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
Instituto Politecnico de Castelo Branco	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. <sup>a</sup> Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en
Faculty of Design	SI LJUBLJA09	Manuela Volmajer Erasmus Institutional Coordinator e-mail: <a href="mailto:manuela.volmajer@fd.si">manuela.volmajer@fd.si</a> address: Faculty of Design, Prevale 10, 1236 Trzin, Slovenia phone: +38659235011	www.fd.si/english

### Contact details of departmental coordinators

Subject code	Departmental Coordinator	Departmental Coordinator
	P CASTELO01	SI LJUBLJA09
214	Ana Sofia Marcelo <a href="mailto:ana.marcelo@ipcb.pt">ana.marcelo@ipcb.pt</a>	Interior design: Jasna Kralj Pavlovec, <a href="mailto:jasna.kralj@fd.si">jasna.kralj@fd.si</a> Textiles and clothing: Damjana Celcar, <a href="mailto:damjana.celcar@fd.si">damjana.celcar@fd.si</a> Visual communications: Domen Lombergar, <a href="mailto:domen.lo@gmail.com">domen.lo@gmail.com</a>

### 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 December in the preceding academic year.

Subject area (code and name)	Study cycle	Direction	Total no of students
214	1	PT> SI	2
214	1	SI >PT	2

Subject area (code and name)	Direction	Total no of Teachers
214	PT> SI	1
214	SI >PT	1

### 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	Optional: Subject area	Language of instruction	Language of instruction	Recommended language of instruction level	
		1	2	Studies	Teaching
P CASTELO01		Portuguese	English	B1	B2
SI LJUBLJA09		Slovene	English	B2 English	B2 English

## D. Additional requirements

Institution	Additional requirements
P CASTELO01	None
SI LJUBLJA09	None


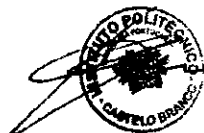
## E. Calendar

Receiving institution	Application periods:	
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
SI LJUBLJA09	winter term: June 1st	spring term: December 1st
The receiving institution will send its decision within 4 weeks after the application period.		
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.		
Both parties may mutually or unilaterally discontinue or modify the terms and Each party may unilaterally terminate the agreement. In that event, the decision should reach the partner university no later than November 1st for termination concerning the upcoming academic year. Both parties may mutually modify the terms and conditions of this agreement. Such modification shall be in writing and should reach the partner university no later than November 1st for changes concerning the upcoming academic year. Notice of termination does not affect any individual students who have already commenced at, or been admitted to, either Institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.		

## F. Information

About	P CASTELO01	SI LJUBLJA09
		(for up to date contact details, see web pages)
Grading system	<p><b>P CASTELO01:</b></p> <p>1 full academic year = 60 credits 1 semester = 30 credits</p> <p>The Portuguese grading scale is from 0 to 20.</p> <ul style="list-style-type: none"> <li>- 10 is the minimum passing grade.</li> <li>- 10 to 13 - Sufficient to Satisfactory</li> <li>- 14 and 15 - Good</li> <li>- 16 and 17 - Very good</li> <li>- 18 to 20 - Excellent</li> </ul>	<a href="http://www.fd.si/en/study/ects/">http://www.fd.si/en/study/ects/</a>
Visa	<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</a>	<a href="http://www.fd.si/en/international/general-information-for-students/">http://www.fd.si/en/international/general-information-for-students/</a>
Insurance	<p>European Health Insurance Card <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a></p> <p><a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a></p>	<a href="http://www.fd.si/en/international/general-information-for-students/">http://www.fd.si/en/international/general-information-for-students/</a>
Housing	<a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>	<a href="http://www.fd.si/en/international/general-information-for-students/">http://www.fd.si/en/international/general-information-for-students/</a>
Academic Calendar		<a href="http://www.fd.si/en/study/academic-calendar/">http://www.fd.si/en/study/academic-calendar/</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	16/01/2014	 
SI LJUBLJA09	Assoc. Prof. Nada Rožmanec Matičič, vice-dean	27.1. 2014	