



Inter-institutional agreement 2017-2021 between programme countries

Minimum requirements for the sector of higher music education

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme and to respect the quality requirements of the Erasmus Charter for Higher Education. Both parties will endeavour to carry out the agreement to the best of their abilities but reserve the right to withdraw in cases where reciprocity proves impossible and standards are not met. Both parties will also reserve the right to choose the incoming students based on their level, available funding and staff resources.

A. Information about higher education institutions

	Institution 1	Institution 2
Name of the institution (and department, where relevant)	Instituto Politécnico de Castelo Branco	Royal Birmingham Conservatoire (Birmingham City University)
Address	Av. Pedro Álvares Cabral, nº 12 - 6000-084 Castelo Branco - Portugal	200 Jennes Road, Birmingham B5 7XR
Erasmus Code	P CASTELO01	UK BIRMING 03
Website: Homepage	www.ipcb.pt	www.bcu.ac.uk/conservatoire
Erasmus Coordinator	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. ^a Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt	Lamberto Coccioli/Ruth Wootton +44 121 331 5901 N/A Exchange.conservatoire@bcu.ac.uk
Phone	+351 272 339 600	
Fax	/	
Email	cbaptista@ipcb.pt	

B. Mobility numbers per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Indicative number of Student mobility periods					
			A. Student Mobility for Studies			B. Student Mobility for Traineeships		
			Study cycle	No. of students	Average duration	Study cycle	No. of students	Average duration
UK BIRMING 03	P CASTELO01	215	all	1-2	3-9 months	-	-	-
P CASTELO01	UK BIRMING 03	215	all	1-2	3-9 months	-	-	-
			Indicative number of Staff mobility periods					
			C. Staff Mobility for Teaching			D. Staff Mobility for Training		
			No. of staff		Average duration	No. of staff		Average duration
UK BIRMING 03	P CASTELO01	215	1-3		3-5 days	1		5-7 days
P CASTELO01	UK BIRMING 03	215	1-3		3-5 days	1		5-7 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:

Institution [Erasmus code]	Language(s) of instruction 1	Language (s) of instruction 2	Recommended level in language of instruction (students and staff) ¹ Please give brief statement or provide link to information on website
P CASTELO01	Portuguese	English	B1 (No certificate required for admission)
UK BIRMING 03	English	N/A	B1 (No certificate required for admission)

D. Any additional requirements

Institution [Erasmus code]	Additional requirements [e.g. selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff, infrastructure to welcome students and staff with disabilities.]
P CASTELO01	Exchange students should be nominated by the home institution. An application, learning agreement, CV and a recording should be submitted. Admittance is depending on available places at the Conservatoire and the audition recording.
UK BIRMING 03	Exchange students should be nominated by the home institution. An application, learning agreement, CV, personal letter and a recording should be submitted. Admittance is depending on available places at the Conservatoire and the audition recording.

E. Calendar

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

Institution [Erasmus code]	Term	Application Deadline	Average time taken for decision	Academic Year dates Please give link to calendar on Website
P CASTELO01	Fall	May 31 (April 30 for students with visa requirement)	Approx. 8 weeks	/
	Spring	November 30 (October 31 for students with visa requirement)	Approx. 8 weeks	/
UK BIRMING 03	Fall	31 March	Approx. 8 weeks	http://www.bcu.ac.uk/conservatoire/about-us/term-dates
	Spring			


A Transcript of Records for each student accepted on a period of mobility for study will be issued by the receiving institution not later than 5 weeks after the assessment period has finished at the receiving HEI.

F. Termination of the agreement

Notice of at least one academic year should be given for the termination of the agreement. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

¹ The use of the [Common European Framework of Reference for Languages \(CEFR\)](#) is recommended.

G. Signatures of the institutions (legal representatives)

	P CASTELO01	UK BIRMING 03
Name, function	Prof. Dr. João Pedro Luz Head of International Office	Julian Beer Deputy Vice-Chancellor
Date	24/10/2017	10.10.17
Signature ² and stamp		

Appendix: additional information (to be regarded as part of the agreement)

1. Grading Systems of the institutions

Institution [Erasmus code]	Brief Description of Grading System (or link to relevant webpage)								
P CASTELO01	<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"> - 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 								
UK BIRMING 03	<p>Interpretation of Grades:</p> <table> <tr> <td>70% and over:</td><td>Distinction</td></tr> <tr> <td>60% to 69%:</td><td>Commendation</td></tr> <tr> <td>40% to 59%:</td><td>Pass</td></tr> <tr> <td>39% and below:</td><td>Fail</td></tr> </table>	70% and over:	Distinction	60% to 69%:	Commendation	40% to 59%:	Pass	39% and below:	Fail
70% and over:	Distinction								
60% to 69%:	Commendation								
40% to 59%:	Pass								
39% and below:	Fail								

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
P CASTELO01	<p>Foreign People and Borders Office</p> <p>Tel: +351 272 349 500</p> <p>del.cbranco@sef.pt</p>	http://www.sef.pt/portal/V10/EN.aspx/page.aspx

² Scanned signatures are accepted

UK BIRMING 03	exchange.conservatoire@bcu.ac.uk	Students have to make their own Visa arrangements. Further information - http://www.bcu.ac.uk/international/new-students/september/permission-to-study
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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
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
UK BIRMING 03	Please obtain a European Health Insurance Card if you are an EU citizen.	http://ec.europa.eu/social/main.jsp?catId=559

4. Housing

The receiving institution will guide 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 contact points and information sources:

Institution [Erasmus code]	Contact details	Website for information
P CASTELO01	incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure
UK BIRMING 03	BCU Accommodation Services Email: accommodation@bcu.ac.uk	http://www.bcu.ac.uk/student-info/accommodation