



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Polytechnic Institute of Bragança Instituto Politécnico de Bragança Campus de Santa Apolónia 5300-253 Bragança, Portugal	P BRAGANC01	Sylwia Solczak Melo International Relations Office sylwia@ipb.pt	www.ipb.pt/ectsguide
Universidade de Vigo	E VIGO 01	Amelia Rodríguez Piña, Manager of the International Office ori@uvigo.es +34 986 813 550	www.uvigo.es internacional.uvigo.es

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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 Trainees hips *
P BRAGANC01	E VIGO01	623	Forestry	1 st	2x10= 20	
		723	Nursing	1 st	2x3= 6	
		141	Teaching and training	1 st	1x10	
		143	Training for Pre- school teachers	1 st	1x10	
		144	Training for teachers at basic levels	1 st	1x10	
		31	Social and Behavioural Science	1 st	1x10	
		762	Social Work and Couselling	1 st	1x10	
		340	Business and Administration	1 st	2x10=20	
		52	Engineering and Engineering Trades	1 st	2x10=20	
E VIGO01	P BRAGANC01	623	Forestry	1 st	2x10= 20	
		723	Nursing	1 st	2x3= 6	
		141	Teaching and training	1 st	1x10	
		143	Training for Pre- school teachers	1 st	1x10	

⁵ 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>)

		144	Training for teachers at basic levels	1 st	1x10	
		31	Social and Behavioural Science	1 st	1x10	
		762	Social Work and Counselling	1 st	1x10	
		340	Business and Administration	1 st	2x10=20	
		52	Engineering and Engineering Trades	1 st	2x10=20	

[*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 * [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 *
P BRAGANC01	E VIGO01	623	Forestry	2 x 5 days =10	1 x 5 days
E VIGO01	P BRAGANC01	623	Forestry	2 x 5 days =10	1 x 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended]

⁶ 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>

					level: B2]
P BRAGANC01		Portuguese	English	B1	B2
E VIGO01		Spanish	English	B1	B1

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] [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P BRAGANC01	July 15 th	December 15 th
E VIGO01	May 31 st	October 15 th

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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

Instituto Politecnico de Bragança – P BRAGANC01:

The overall classifications of the qualification and each course unit are expressed through a mark on a numerical scale from 0 to 20. In order to "Pass" a course unit the student must obtain a mark not under 10. To complete a qualification, to which it will be assigned an overall classification from 10 to 20, the students is required to pass all compulsory course units of the study plan.

ECTS grading scale: *the Polytechnic Institute of Braganca use the ECTS grading scale*

E VIGO01:

Marks are given following a 0-10 scale as follows:

Matricula de honor (10)	A +	EXCELENTE- oustanding performance with only minor errors: Just in very excepcional cases
Sobresaliente (9 - 9.9)	A	VERY GOOD -above the average standard but with some errors
Notable (7 - 8.9)	B	GOOD -generally sound work with a number of notable errors
Aprobado (5 - 6.9)	C/D	SATISFACTORY/ SUFFICIENT- performance meets the minimum criteria. Average performance
Suspenso (less than five)	E, FX, F	FAILED

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
P BRAGANC01	Sylwia Solczak Melo sylwia@ipb.pt	http://www.ipb.pt/iro
E VIGO01	ori1@uvigo.es	http://www.uvigo.es/uvigo_en/administracion/ori/estranxeiros/guia/visados_permiso_residencia.html

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
P BRAGANC01	Sylwia Solczak Melo sylwia@ipb.pt	http://www.ipb.pt/iro
E VIGO01	ori1@uvigo.es	http://www.uvigo.es/uvigo_en/administracion/ori/estranxeiros/guia/cobertura_sanitaria.html




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
P BRAGANC01	Sylwia Solczak Melo sylwia@ipb.pt	http://www.ipb.pt/iro
E VIGO01	ori1@uvigo.es	http://uvigo.es/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P BRAGANC01	Prof. Luis Pais, Vice President, Institutional Coordinator	16.01.2014	 
E VIGO01	Manuel Fernández Iglesias Vicerrector de Extensión Universitaria y Relaciones Internacionales.	16/01/2014	

⁷ Scanned signatures are accepted