

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

Inter-institutional¹ agreement 2014-20[21]²
between institutions from
programme and partner 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

| Full name of the institution / country | Erasmus code or city ⁴ | Contact details ⁵ (email, phone) | Website (eg. of the course catalogue) |
|---|-----------------------------------|---|---------------------------------------|
| Polytechnic Institute of Castelo Branco | P CASTELO01 | João Pedro Luz Head of the International Relations Office gri.coord@ipcb.pt Conceição Baptista Erasmus Institutional Coordinator - cbaptista@ipcb.pt Tel.: +351 272 339 600 | www.ipcb.pt/en |

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

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 Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

| | | | |
|---|-------------|---|---|
| Polytechnic Institute of Coimbra | P COIMBRA02 | dga.sri@ipc.pt +351 239 791 269 | internationalrelations.ipc.pt /EN/index.html |
| Polytechnic Institute of Guarda | P GUARDA01 | gmc@ipg.pt +351 271 220 105 | portal.ipg.pt/webapps/port al /frameset.jsp |
| Polytechnic Institute of Leiria | P LEIRIA01 | Ana Cecília Boa-Ventura acecilia@ipleiria.pt | www.ipleiria.pt/internation al/exchange-students |
| Polytechnic Institute of Portalegre | P PORTALE01 | Carlos Afonso carlos.afonso@ipportalegre.pt +351 245 301 500 | |
| Polytechnic Institute of Santarém | P SANTARE01 | Erasmus Institutional Coordinator: Helder Pereira helder.pereira@esg.ipsantare m.pt Tel: +351 243 309 537 Contact person: Céu Martins ceu.martins@sc.ipsantarem.pt Tel.: +351 243 309 530 | www.ipsantarem.pt |
| Polytechnic Institute of Tomar | P TOMAR01 | c.catroga@ipt.pt | www.gri.ipt.pt/?pag=6&lng =EN |
| Polytechnic Institute of Viseu | P VISEU01 | re@pres.ipv.pt +351 232 480 739/773 | www.ipv.pt/guide/educatio n |
| Donbas National Academy of Civil Engineering and Architecture | | | http://www.donnaba.edu.u a/ |

| Full name of the institution / country | Erasmus code | Contact details (small print) | Website (url of the course catalogue) |
|---|--------------|--|---------------------------------------|
| Polytechnic Institute of Castelo Branco | P CASTEL001 | Erasmus Institutional Coordinator: Cristina Machado cristina.machado@ipcb.pt Tel: +351 273 329 600 | www.ipcb.pt |

B. Mobility numbers⁶ 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.

Donbas National Academy of Civil Engineering and Architecture

| FROM | TO | Subject area code* [ISCED] | Subject area name* | Number of staff mobility periods | |
|---|---|----------------------------|--------------------|----------------------------------|------------------------------|
| | | | | Staff Mobility for Teaching | Staff Mobility for Training* |
| Donbas National Academy of Civil Engineering and Architecture | P CASTELO01 | 07 | Engineering | | To be decided |
| | P COIMBRA02 | | | | |
| | P GUARDA01 | | | | |
| | P LEIRIA01 | | | | |
| | P PORTALE01 | | | | |
| | P SANTARE01 | | | | |
| | P TOMAR01 | | | | |
| | P VISEU01 | | | | |
| P CASTELO01 | Donbas National Academy of Civil Engineering and Architecture | 07 | Engineering | 2x5 days | To be decided |
| P COIMBRA02 | | | | 2x5 days | |
| P GUARDA01 | | | | 2x5 days | |
| P LEIRIA01 | | | | 2x5 days | |
| P PORTALE01 | | | | 2x5 days | |
| P SANTARE01 | | | | 2x5 days | |
| P TOMAR01 | | | | 2x5 days | |
| P VISEU01 | | | | 2x5 days | |

⁶ 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 | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level ⁷ | |
|---|------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| P CASTELO01 | All | Portuguese | English | B1 | B2 |
| P COIMBRA02 | | | | | |
| P GUARDA01 | | | | | |
| P LEIRIA01 | | | | | |
| P PORTALE01 | | | | | |
| P SANTARE01 | | | | | |
| P TOMAR01 | | | | | |
| P VISEU01 | | | | | |
| Donbas National Academy of Civil Engineering and Architecture | Engineering | English | | | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

⁷ 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>

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information/visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information/insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information/housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to

incoming mobile participants.

- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. 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 including cultural preparation before mobility; the recognition tools used]

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

F. Calendar

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

| Receiving institution | Autumn term [month] | Spring term [month] |
|---|------------------------|------------------------|
| P CASTELO01 | 30 May | 30 November |
| P COIMBRA02 | | |
| P GUARDA01 | | |
| P LEIRIA01 | | |
| P PORTALE01 | | |
| P SANTARE01 | | |
| P TOMAR01 | | |
| P VISEU01 | | |
| Donbas National Academy of Civil Engineering and Architecture | | |

2. The receiving institution will send its decision within 2 (two) weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 5 (five) weeks after the assessment period has finished at the receiving HEI.

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."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Portuguese Grading System

1 full academic year = 60 credits ECTS

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:

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

| Institution | Contact details (email, phone) | Website for information |
|---|--|---|
| P CASTELO01 | Immigration and Borders Service. Contacts: http://www.sef.pt/portal/V10/EN/asp/contacto/index.aspx#0 | http://www.sef.pt/portal/V10/EN/asp/page.aspx |
| P COIMBRA02 | | |
| P GUARDA01 | | |
| P LEIRIA01 | | |
| P PORTALE01 | | |
| P SANTARE01 | | |
| P TOMAR01 | | |
| P VISEU01 | | |
| Donbas National Academy of Civil Engineering and Architecture | | |

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 | Contact details (email, phone) | Website for information |
|-------------|--|--|
| P CASTELO01 | gri@ipcb.pt +351 272 339 600 | |
| P COIMBRA02 | dga.sri@ipc.pt +351 239 791 269 | |
| P GUARDA01 | gmc@ipg.pt +351 271 220 105 | |
| P LEIRIA01 | acecilia@ipleiria.pt | www.ipleiria.pt |
| P PORTALE01 | carlos.afonso@ipportalegre.pt , +351 245 301 500 | |
| P SANTARE01 | ceu.martins@sc.ipsantarem.pt | www.ipsantarem.pt |
| P TOMAR01 | gri@ipt.pt | www.gri.ipt.pt/?pag=7&lng=EN |

| | | |
|---|--|------------|
| P VISEU01 | re@pres.ipv.pt +351 232 480 739/773 | www.ipv.pt |
| Donbas National Academy of Civil Engineering and Architecture | international@donnaba.edu.ua | |

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 | Contact details (email, phone) | Website for information |
|---|--|--|
| P CASTELO01 | incoming@ipcb.pt, +351 272 339 600 | www.ipcb.pt/en |
| P COIMBRA02 | dga.sri@ipc.pt, +351 239 791269 | |
| P GUARDA01 | isabelcalcada@ipg.pt +351 271 220 100 | www.ipg.pt |
| P LEIRIA01 | sas@ipleiria.pt | www.ipleiria.pt/sas/ acomodations |
| P PORTALE01 | josepolainas@ipportalegre.pt | |
| P SANTARE01 | ceu.martins@sc.ipsantarem.pt | http://www.ipsantarem.pt/arquivo/c ategory/estudantes/servicos-de- acao-social |
| P TOMAR01 | gri@ipt.pt | www.gri.ipt.pt/?pag=7&lng=EN |
| P VISEU01 | re@pres.ipv.pt, +351 232 480 739/773 | www.ipv.pt |
| Donbas National Academy of Civil Engineering and Architecture | international@donnaba.edu.ua +38 0626417399 | http://www.donnaba.edu.ua/ |