Erasmus+ Programme

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

Inter-institutional[1] 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
Università della Valle d'Aosta – Université de la Vallée d'Aoste	I AOSTA02	International Relations Office Grand-Chemin 73/75 11020 Saint-Christophe Italy E-mail: u-rel-internazionali@univda.it Tel. +39 (0)165 066 712 +39 (0)165 066 734 Fax +39 (0)165 066 748	General: www.univda.it Incoming students: http://www.univda.it/context_with_sublink.jsp?ID_LINK=360&area=6 Course Catalogue: http://www.univda.it/context.jsp?ID_LINK=1609&area=8

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[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.

		Academic contact : Mrs. Teresa GRANGE t.grange@univda.it	

B. Mobility numbers[5] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P BRAGANC01	I AOSTA02	1	Education, Teacher Training	1st	1 x 10 months = 10 months	_
I AOSTA02	P BRAGANC01	1	Education, Teacher Training	1st	2 x 5 months = 10 months	_

*[*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	I AOSTA02	1	Education, Teacher Training	1 x 5 days	1 x 5 days
I AOSTA02	P BRAGANC01	1	Education, Teacher Training	1 x 5 days	1 x 5 days

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[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)

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 level: B2]
P BRAGANC01		Portuguese	English	B1	B2
I AOSTA02		Italian		Students must have sufficient knowledge to attend courses and take exams	Courses may be taught in languages other than Italian, in particular French and English

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

BRAGANC01: Erasmus Opening Session is compulsory for incoming students

I AOSTA02 is able to receive students 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 15th	December 15th

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

2. The receiving institution will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 4 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]

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[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

I AOSTA02	30th June (Nomination and Application)	30th November (Nomination and Application)
	1. Applications should be sent to the International Relations Office, cf. http://www.univda.it/relazioni_internazionali 2. The receiving institution will send its decision within 6 weeks. 3. 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.	

4.   Termination of the agreement:

In the event of unilateral termination, a notice of at least one academic year should be given. 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.

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 *uses the ECTS grading scale*

I AOSTA 02

The grading scale is 0-30 *cum laude*

Notes below 18 are considered as insufficient / failed.

ECTS
1 ECTS = 25 workload hours

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
I AOSTA02	International Relations Office E-mail: u-rel-internazionali@univda.it	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168&area=6

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
I AOSTA02	International Relations Office E-mail: u-rel-internazionali@univda.it	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168&area=6

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
I AOSTA02	International Relations Office E-mail: u-rel-internazionali@univda.it	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168&area=6

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
P BRAGANC01	Prof. Luis Pais, Vice President, Institutional Coordinator	11/03/2014	
I AOSTA02	Fabrizio Cassella, Rector	07/03/2014	

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[7] Scanned signatures are accepted