



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014 – 2021²

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)
Katholische Universität Eichstätt-Ingolstadt	D EICHSTA01	Dr. Martin Groos, MBA, International Office, Ostenstraße 26, 85072 Eichstätt, Germany, intoff@ku.de , +49 8421 93 1593	http://campus.ku.de/studienangebot/
Universidade do Algarve	P FARO02	Sofia Nunes , E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

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

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 students per academic year]	Total number of months per academic year
D EICHSTA01	P FARO02	311/222	Psychology and Languages	1st and 2nd	1	5
P FARO02	D EICHSTA01	311/222	Psychology and Languages	1st and 2nd	1	5

[*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 *
D EICHSTA01	P FARO02	See above		min. 2 days plus travel time, min. 8 hours	
P FARO02	D EICHSTA01	See above		min. 2 days plus travel time, min. 8 hours	

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:

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>)

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]
D EICHSTA01		German	English	German B1 if English: B2	B2
P FARO02		Portuguese	English	B1 - English	B2 - 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

[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]

P FARO02: students with walking disabilities may reach classroom hours and university facilities such as library and computer pools by elevators and curb ramps.

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

D EICHSTA01: students with walking disabilities may reach classroom hours and university facilities such as library and computer pools by elevators.
Partner Institution:

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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D EICHSTA01	Nomination deadline 15 May Application deadline 15 June	Nomination deadline 15 November Application deadline 15 December
P FARO02	May 31st	October 31st

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

2. KU Eichstätt-Ingolstadt will send its decision within 2 weeks after nomination.

The partner institution will send its decision within 6/8 weeks after nomination

3. KU Eichstätt-Ingolstadt: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving HEI.

Partner institution: A Transcript of Records will be issued no later than 5 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. Nature and termination of the agreement

The agreement is valid for the academic years indicated above and may be modified by simple letter, fax or e-mail signed by the institutional coordinator of the Socrates programme or the head of international relations. Prolongation may be done in the same way. Termination of the agreement: At least one year advance notice before the start of the following academic year is necessary for unilateral termination of the agreement. The start of the academic year is agreed upon to be Sept 1st. A termination by mutual consent is possible until Sep. 30th for the following academic year. In both cases, all students and staff who have already been admitted to bilateral exchange projects will be allowed to finish their projects as foreseen. In case of dual or joint degree programs students admitted to the degree program at either one of the partner universities shall be allowed to finish the entire degree program including their stay at the partner university as foreseen.

Nature of the agreement: The above parties agree to cooperate in the activities shown. This is intended to be an agreement of cooperation and exchange where both parties agree to make use of the ERASMUS programme wherever applicable in order to facilitate the co-operation. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and ERASMUS rules and EUC standards where applicable. Exchanges without making use of Erasmus are possible. Both parties agree to provide all information necessary in order to facilitate the mobility of students and staff. The agreement is open to persons without discrimination according to ethnic background, nationality, creed, sex. Simple exchange students are exempt from tuition fees at the host institution on a mutual basis and are entitled to rights and privileges compatible with the treatment foreseen for Erasmus students.

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

KU Eichstätt-Ingolstadt: please see website <http://www.ku.de/en/international-office/incoming-students/credit-transfer/>

Partner institution: We are preparing some information regarding this issue. Once we have it we can upgrade the agreement, but we follow the ECHE

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
D EICHSTA01	Jessica Hofmacher, International Office, student.exchange@ku.de , +49 8421 93 1267	http://www.ku.de/en/international/incoming-students/visa-residence-permit/
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0

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
D EICHSTA01	Jessica Hofmacher, International Office, student.exchange@ku.de , +49 8421 93 1267	http://www.ku.de/en/international-office/incoming-students/krankenversicherung/
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0

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
D EICHSTA01	Jessica Hofmacher, International Office, student.exchange@ku.de , +49 8421 93 1267	http://www.ku.de/en/international/incoming-students/where-to-live-in-eichstaett/
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
D EICHSTA01	Dr. Martin Groos, MBA Erasmus Institutional Coordinator	30/10/2013	 Katholische Universität Eichstätt-Ingolstadt - Internationale Beziehungen - Dr. Groos Ostenstraße 26-28 85072 Eichstätt
P FARO02	Teresa Cerveira Borges, Pro-rector and Institutional Coordinator	13/11/13	 INTERNATIONAL RELATIONS AND MOBILITY ★ UNIVERSITY OF ALGARVE ★

⁷ Scanned signatures are accepted