



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 details⁴ (email, phone)	Website (eg. of the course catalogue)
Hochschule Heilbronn	D HEILBRO01	Jutta Krieger (Erasmus Institutional Coordinator) Jutta.krieger@hs-heilbronn.de Phone: +49(0)7131 504-543	http://www.hs-heilbronn.de/studiengaenge http://www.hs-heilbronn.de/3592283/02_internationale_programme
UNIVERSITY OF 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

[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/months (total)	
					Student Mobility for Studies	Student Mobility for Traineeships S *
D HEILBRO01	P FARO02	041	Business	1 st	2 (10)	
		041	Business	2 st	2 (10)	
P FARO02	D HEILBRO01	041	Business	1 st	2 (10)	
		041	Business	2 st	2 (10)	

[*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/ number of days	
				Staff Mobility for Teaching	Staff Mobility for Training
D HEILBRO01	P FARO02	041	Business	1 (5)	1 (5)
P FARO02	D HEILBRO01	041	Business	1 (5)	1 (5)

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]
D HEILBRO01	Business	German	partly English	B1	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

Introduction week is compulsory for incoming students at Hochschule Heilbronn.

Information for mobile students/staff with disabilities is available at: <http://www.hs-heilbronn.de/281363/schwerbehinderte>

For more information please contact mobilidade@ualg.pt

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 HEILBRO01	15 th May	1 st December
P FARO02	May 31 st	October 31 st

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

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>

2. The receiving institution will send its decision within 8 weeks.
3. **Hochschule Heilbronn:** A Transcript of Records will be issued at the beginning of October (for exchange in summer semester) and at the end of March (for exchange in winter semester). Exchange students may find information on their results four weeks after the assessment period has finished via: <https://ayla.hs-heilbronn.de/~student/index.php>

P FARO02: 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

[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

Hochschule Heilbronn: Information on grades is available at:
http://www.hs-heilbronn.de/3097768/01_allgemeines
http://www.hs-heilbronn.de/3097878/05_studien_und_pruefungsordnung

ECTS GRADE:		National Grade (Hochschule Heilbronn)	
A	Excellent	=	1,0 1,3
B	Very Good	=	1,7 2,0
C	Good	=	2,3 2,7
D	Satisfactory	=	3,0 3,3
E	Sufficient	=	3,7 4,0
FX	Fail	=	4,7
F	Fail	=	5,0

P FARO02: Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

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 HEILBRO 01	Christiane.staab@hs-heilbronn.de phone: +49(0)7131 504-264	http://www.hs-heilbronn.de/3592252/01_informationen_fuer_austauschstudierende
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-to

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 HEILBRO 01	Christiane.staab@hs-heilbronn.de phone: +49(0)7131 504-264	http://www.hs-heilbronn.de/3592252/01_informationen_fuer_austauschstudierende
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 HEILBRO 01	Christiane.staab@hs-heilbronn.de phone: +49(0)7131 504-264	http://www.hs-heilbronn.de/3592407/05_wohnen
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 HEILBRO01	Signed by delegation of the Rector: Jutta Krieger, Erasmus Institutional Coordinator	3.2. 2014	 Hochschule Heilbronn Technik, Wirtschaft, Informatik Max-Planck-Straße 39 D-74081 Heilbronn
P FARO02	Prof. Doutor Tomasz Boski, Vice-rector	28/01/2014	 

⁷ Scanned signatures are accepted