



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)
University of Algarve	P FAR002	Sofia Nunes, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt
Thomas More Mechelen-Antwerpen	B MECHELE14	Head of International office: Agnes DILLIEN Zandpoortvest 13 2800 Mechelen Belgium Tel+ 32 (0)15 369 155 email:	http://www.thomasmore.be/ welcome

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.

		agnes.dillien@thomasmore.be Applied psychology department: Karen VERNIERS karen.verniers@thomasmore.be Campus Sanderus Molenstraat 8 2018 Antwerpen Belgium Tel. + 32 (0)3 241 08 29	
--	--	---	--

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 Traineeships *
P FARO02	B MECHELE14	311	Psychology	1 st	2 students for 5 months	
B MECHELE14	P FARO02	311	Psychology	1 st	2 students for 5 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]	Staff Mobility for Training *

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>)

				<i>of teaching periods or average duration *]</i>	
P FARO02	311	Psychology	2 x 5 days (8 h)	2 x 5 days (8 h)	2 x 5 days (8 h)
B MECHELE14	311	Psychology	2 x 5 days (8 h)	2 x 5 days (8 h)	2 x 5 days (8 h)

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 FARO02		Portuguese	English	B1 English	B2 English
B MECHELE14		Dutch	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

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>

D. Additional requirements

B MECHELE14: For Thomas More Mechelen-Antwerpen:

Exchange students are only accepted on the basis of a nomination by the home institution.

English courses are only taught during the autumn semester.

The partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.

Services for incoming students:

Welcome week: activities are organized for international students where students get information about the university colleges and the programmes in general, administrative issues, and student activities. The integration of incoming students is fostered also in the areas of education and social life.

Thomas More has infrastructure to welcome students and staff with disabilities. Each application will be dealt with individually in order to ensure the best possible support.

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 FARO02	May 31 st	October 31 st
B MECHELE14	May 1st	October 31st

[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 2 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

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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

See:

<http://www.thomasmore.be/welcome/ects-grading-scale>

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

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0
B MECHELE14	Agnes DILLIEN Zandpoortvest 13 2800 Mechelen Belgium Tel + 32 (0)15 369 155 email: agnes.dillien@thomasmore.be	http://www.thomasmore.be/welcome/visa

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 FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0
B MECHELE14	Agnes DILLIEN Zandpoortvest 13 2800 Mechelen Belgium Tel + 32 (0)15 369 155 email: agnes.dillien@thomasmore.be	http://www.thomasmore.be/welcome/health-insurance

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 FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0
B MECHELE14	Agnes DILLIEN Zandpoortvest 13 2800 Mechelen Belgium Tel + 32 (0)15 369 155 email: agnes.dillien@thomasmore.be	http://www.thomasmore.be/welcome/accommodation-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P FARO02	Pedro Ferré, Vice-rector	30/03/2015	
B MECHELE14	International Relations Manager: Agnes DILLIEN Zandpoortvest 13 2800 Mechelen Belgium Tel + 32 (0)15 369 155 email: agnes.dillien@thomasmore.be	Date: 12/03/2015	

⁸ Scanned signatures are accepted