



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)
Università degli Studi di Parma	I PARMA01	Ms Francesca Maselli Scambi Didattici Internazionali per Docenti e Studenti Italiani Tel: +39 0521 034344 Fax: +39 0521 034353 Email: llp@unipr.it	http://www.unipr.it http://en.unipr.it/
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

[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]	Subj ect area code * [ISCE D]	Subject area name *	Stu dy cycl e [shor t 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 Traineeshi ps *
I PARMA01	P FARO02	443	Earth Sciences (Geology)	2 nd	18 months (2 students X 9 months)	
P FARO02	I PARMA01	443	Earth Sciences (Geology)	2 nd	18 months (2 students X 9 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.]

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>)

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 *
I PARMA01	P FARO02	443	Earth Sciences (Geology)	14 days (2 X 1 week)	14 days (2 X 1 week)
P FARO02	I PARMA01	443	Earth Sciences (Geology)	14 days (2 X 1 week)	14 days (2 X 1 week)

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 instruc- tion 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]
I PARMA01		Italian	Some Departments offer courses and subjects in English. Info at: http://en.unipr.it/	A2 in Italian	B1 in Italian
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].

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

[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]

I PARMA01 welcomes students with disabilities. The arrangements need to be discussed in advance. Further information at: <http://www.dis-abile.unipr.it/>

P FARO02 welcomes students with disabilities. The arrangements need to be discussed in advance. 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]
I PARMA01	May	November
P FARO02	May 31 st	October 31 st

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

2. The receiving institution will send its decision within the following time frame:

I PARMA01: within 6 weeks

PARTNER INSTITUTION: within 6/8 weeks

3. **I PARMA01:** 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. However due to some administrative and technical difficulties in registering the exams, it could take up to 6 -8 weeks for us to send the Transcript of Records.

PARTNER INSTITUTION: 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. However due to some administrative and technical difficulties in registering the exams, it could take up to 6 -8 weeks for us to send the Transcript of Records.

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

I PARMA01

Our University uses the ECTS credits system (1 CFU = 1 ECTS). Information for grades at: http://old.unipr.it/files/internazionali/0_20090415103134.pdf

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
I PARMA01	Ms Tiziana Cordaro Email: tiziana.cordaro@unipr.it Phone: +39 0521 034150	http://www.unipr.it/ugov/organizationunit/109066
P FARO02	+351 289 800 003 mobilidade@ualg.pt	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
I PARMA01	Ms Emanuela Fusoni Email: emanuela.fusoni@unipr.it	www.unipr.it
P FARO02	+351 289 800 003 mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/insurance-0

4. Housing



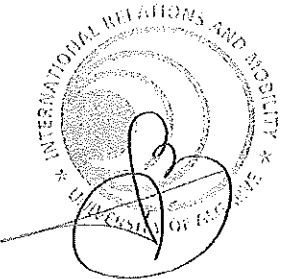

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher

Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I PARMA01	Ms Tiziana Cordaro Email: tiziana.cordaro@unipr.it Phone: +39 0521 034150	http://www.unipr.it/ugov/organization/unit/109066
P FARO02	+351 289 800 003 mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/accommodation-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
I PARMA01	Prof. Loris Borghi Rector 	20/12/13	IL RETTORE Loris Borghi 
P FARO02	Teresa Cerveira Borges, Pro-rector and Institutional Coordinator	17/12/2013	 

⁷ Scanned signatures are accepted