



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

Inter-institutional¹ agreement 2015-2021
between programme countries

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 ² (email, phone)	Website
University of Algarve	P FARO02	Sofia Nunes , E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt
DIAKONIA- AMMATTIKORKEAKOULU	SF HELSINK19	Hälikkä, Riikka, riikka.halikka@diak.fi +358408696019	http://www.diak.fi/EN

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ per academic year

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
P FARO02	SF HELSINK19	011	Education	1 st , 2 nd	2	
SF HELSINK19	P FARO02	011	Education	1 st , 2 nd	2	

FROM	TO	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 FARO02	SF HELSINK19	011	Education	1*5	
SF HELSINKI19	P FARO02	011	Education	1*5	

³ 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>)



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				Staff Mobility for Teaching [total number of days of teaching periods or average duration]	Staff Mobility for Training
P FARO02	SF HELSINK19	011	Education	1*5	
SF HELSINKI19	P FARO02	011	Education	1*5	

³ 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies	Staff Mobility for Teaching
P FARO02	-	Portuguese	English	B1	B2
SF HELSINK19		Finnish	English	1:B1	1:B1
				2:B2	2:B2

D. Calendar

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

Receiving institution	Autumn term*	Spring term*
P FARO02	31 st May	31 st October
SF HELSINK19	15 March	15 August

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

2. The receiving institution will send its decision within **8** 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 or Changes in the data set above can be amended annually, if communicated before 30th of September. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁴ 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>

F. Information

	P FARO02	SF HELSINK19
WWW for Incoming Students	http://www.ualg.pt/home/en/content/international-mobility-office	Please see the annexed fact sheet
WWW Course Catalogue	http://www.ualg.pt/home/en/cursos/licenciatura	Please see the annexed fact sheet
Housing ⁵	http://www.ualg.pt/home/en/content/accommodation-0	Please see the annexed fact sheet
Contact details	mobilidade@ualg.pt	Please see the annexed fact sheet
WWW Visa Information ⁶	http://www.ualg.pt/home/en/content/coming-0	Please see the annexed fact sheet
Contact details	mobilidade@ualg.pt	Please see the annexed fact sheet
WWW Insurance Information ⁷	http://www.ualg.pt/home/en/content/insurance-0	Please see the annexed fact sheet
Contact details	mobilidade@ualg.pt	Please see the annexed fact sheet
ECTS Users' Guide ⁸	*	Please see the annexed fact sheet
WWW Students and Staff with Disabilities		Please see the annexed fact sheet
Contact details	mobilidade@ualg.pt	Please see the annexed fact sheet

* 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

⁵ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁶ 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 ECHE.

⁷ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.



⁸ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

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

SF HELSINK19: Please see the annexed fact sheet

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ⁹
P FARO02	Pedro Ferré, Vice-rector	27/05/2015	
SF HELSINK19	Dr. Norma Niemela Rector	25.5.2015	



⁹ Scanned signatures are accepted

Information about higher education institution

Name and abbreviation of the institution (i) in English, (ii) in national language	Erasmus code	Contact details ¹	Website
(i) Diaconia University of Applied Sciences (Diak) (ii) Diakonia-ammattikorkeakoulu (Diak)	SF HELSINK19	International Office international.office@diak.fi Postal address: Diak Sturenkatu 2 FI-00510 HELSINKI Finland Institutional Coordinator Head of IR Ms. Riikka Hälikkä Tel.: +358 40 869 019 Riikka.halikka@diak.fi For a complete list of contact persons, please see http://www.diak.fi/en/international%20affairs/contact/Pages/default.aspx	General University website: http://www.diak.fi/en/Pages/default.aspx Information for Exchange Students: http://www.diak.fi/en/international%20affairs/exchangestudents/Pages/default.aspx (also course selection available for exchange students) Course catalogue (all degrees): https://soleops.diak.fi/opsnet/disp/en/welcome/nop?kieli=1&menuid=0

Recommended language skills when studying or teaching in Diak

Receiving institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching
SF HELSINK19	All subject areas	Finnish	English	B1 level of Finnish for classes taught in Finnish; B2 level of English for classes taught in English	Finnish B1, English B2

Calendar

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

Receiving institution	Autumn term	Spring term
SF HELSINK19	March 15th	August 15th

¹ Contact details to reach the senior officer in charge of Erasmus+ agreement and of its possible updates.

² European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Diak will send Letter of acceptance to the student via e-mail (using the e-mail address provided in the e-Application) by May 30 (Autumn term) and by November 30 (Spring term).

A Transcript of Records will be issued by Diak 5 weeks after the assessment period has finished at Diak.

Information

1. Grading systems of Diak

ECTS credits:

1 full academic year = 60 credits, 1 semester = 30 credits, 1 term/trimester = 20 credits

ECTS Grading scale:

ECTS Grade	Diak grade	Definition
A	K5	EXCELLENT - outstanding performance with only minor errors
B	H4	VERY GOOD - above the average standard but with some errors
C	H3	GOOD - generally sound work with a number of notable errors
D	T2	SATISFACTORY - fair but with significant shortcomings
E	T1	SUFFICIENT - performance meets the minimum criteria
	HL, M, S	Completed
	K	Not yet completed
	Hyväksytty	Pass
	Hylätty	Fail

Practical training is graded on the scale Excellent/Good/Satisfactory

2. Visa

Diak will provide assistance, when required, in securing visas for incoming participants, according to the requirements of the Erasmus Charter for Higher Education.

Institution	Contact details	Website for information
SF HELSINK19	Ms. Riikka Hälikkä Tel.: +358 40 869 6019 riikka.halikka@diak.fi	http://www.diak.fi/en/international%20affairs/exchangestudents/Pages/default.aspx

3. Insurance

Diak will provide assistance in obtaining insurance for incoming participants, according to the requirements of the Erasmus Charter for Higher Education.

Diak will inform mobile participants of cases in which insurance cover is not automatically provided.

Institution	Contact details	Website for information
SF HELSINK19	international.office@diak.fi	http://www.diak.fi/en/international%20affairs/exchangestudents/Pages/default.aspx

4. Housing

Diak will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Institution	Contact details	Website for information
SF HELSINK19	international.office@diak.fi	http://www.diak.fi/en/international%20affairs/exchangestudents/Pages/default.aspx

