



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021¹ 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 (eg. of the course catalogue)
Bournemouth University Higher Education Corporation	UK POOLE01	Marta Vizcaya Echano- International Mobility Officer +44 (0) 1202 965824 studyabroad@bournemouth.ac.uk Roger Vaughan School of Tourism Academic Study Abroad Coordinator Tel: +44 (0)1202 965173 E-Mail: rvaughan@bournemouth.ac.uk	BU Programme Specifications
Universidade Do Algarve	P FARO 02	Sofia Nunes , E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

¹ Higher Education Institutions have to agree on the period of validity of this agreement

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

B. Mobility numbers³ 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	Student Mobility for Traineeships S *
					[total number of months of the study periods or average duration*] ¹	
UK POOLE01	P FARO 02	1015	Travel, tourism and leisure	1 st , 2 nd	20 (2x10) months	
P FARO 02	UK POOLE01	1015	Travel, tourism and leisure		20 (2x10) months	

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	Number of Staff
				[total number of days of teaching periods or average duration*]	
UK POOLE01	P FARO 02	1015	Travel tourism and leisure	8 days	1 staff
P FARO 02	UK POOLE01	1015	Travel tourism and leisure	8 days	1 staff

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>)

⁴ [*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.]

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UK POOLE01		English	N/A	B2	B2
P FARO 02		Portuguese	English	B1	B2

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

Bournemouth University: Under English Law, Equality Act 2010, there is a duty on Bournemouth University to make reasonable adjustments for staff, students and visitors. Sources of advice and help can be found on

<http://studentportal.bournemouth.ac.uk/help>

Access information about the University's buildings and facilities can be found on

http://www.bournemouth.ac.uk/facilitiesandresources/diversity/accessibility_information.html

The **Universidade do Algarve** welcomes students and staff with disabilities. Please contact the International Office in advance mobilidade@ualg.pt

<http://www.ualg.pt/home/en/content/international-mobility-office>

Course catalogue

<http://www.ualg.pt/home/en/cursos/licenciatura>

⁵ 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]
UK POOLE01	30 th April (for September Start)	31 st October (for January Start)
P FARO 02	31 st May	31 st October

[to be adapted in case of a trimester system] Please delete as appropriate*

2. The receiving institution will send its decision within eight **[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. These will be subsequently confirmed following the Assessment Board.
4. Termination of the agreement
- (A) The institutions may terminate this agreement at any time by agreement in writing between them.
- (B) Either institution may terminate this agreement:
- (i) at any time for any reason by providing not less than one year's notice in writing; or
 - (ii) with immediate effect by notice in writing if the other Institution commits a material breach of this agreement which (i) is not capable of remedy or (ii) if the breach is capable of remedy, it fails to remedy within 30 days of receipt of a notice requiring the breach to be remedied.
- (C) If notice of termination of this agreement is given by either institution:
- (i) each institution agrees that it will continue to fulfil its responsibilities to exchange students until the end of their exchange periods;
 - (ii) each Institution will cease to promote or market the exchange programme or to admit any new students to the exchange programme;
 - (iii) each institution will cease using the name and/or logo of the other institution.
- (D) This agreement can be amended at any time by the parties signing a variation letter setting out the agreed changes.
- (E) 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

Bournemouth University: Available as part of the Academic Regulation, Policy and Procedure 7H: Student Exchanges- Appendix 2- found here:

<https://intranetsp.bournemouth.ac.uk/Documents/arpp7.aspx>

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
UK POOLE01	Marta Vizcaya Echano- International Mobility Officer +44 (0) 1202 965824 studyabroad@bournemouth.ac.uk	http://www.bournemouth.ac.uk/futurestudents/international/new/immigration.html
P FARO 02	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
UK POOLE01	Marta Vizcaya Echano- International Mobility Officer +44 (0) 1202 965824 studyabroad@bournemouth.ac.uk	http://issuu.com/bournemouthuniversity/docs/international_student_handbook_2013
P FARO 02	http://www.ualg.pt/home/en/content/insurance-0	mobilidade@ualg.pt


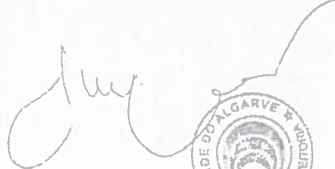

4. Housing

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
UK POOLE01	Marta Vizcaya Echano- International Mobility Officer +44 (0) 1202 965824 studyabroad@bournemouth.ac.uk	There is no guaranteed accommodation for exchange students, however, our Accommodation Service will advise on renting or offer details of any rooms available through the University. http://www.bournemouth.ac.uk/accommodation/index.html
P FARO 02	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 ⁶
UK POOLE01	Dr Alastair Morrison, Partnership & International Development Manager	02/12/2014	
P FARO 02	Prof. Doutor Pedro Ferré, Vice Rector	14/11/2014	 

⁶ Scanned signatures are accepted