



Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 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 (email, phone)	Website (eg. of the course catalogue)
Universidade do Algarve	P FARO02	Dr^a. Marleni Azevedo, International Relations and Mobility Office Coordinator international@ualg.pt +351 289 800 003	www.ualg.pt
HOCHSCHULE FÜR MUSIK, THEATER UND MEDIEN HANNOVER University of Music, Drama and Media Hannover	D HANNOVE04	Meike Marten/further contact: Alexander Schories Emmichplatz 1, D – 30175 Hannover, Germany +49 (0) 511/3100-7369 internationaloffice@hmtm-hannover.de	www.hmtm-hannover.de/en

B. Mobility numbers 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 and name ISCED	Study cycle	Number of student mobility periods	
				Student Mobility for Studies	Student Mobility for Traineeships
P FARO02	D HANNOVE04	0215 Music and performing Arts 032 Journalism and Communication	1 st	2 students	-
D HANNOVE04	P FARO02	0215 Music and performing Arts 032 Journalism and Communication	1 st	2 students	-

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code and name ISCED	Number of staff mobility periods	
			Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training
P FARO02	D HANNOVE04	0215 Music and performing Arts 032 Journalism and Communication	2-5	To be defined
D HANNOVE04	P FARO02	0215 Music and performing Arts 032 Journalism and Communication	2-5	To be defined

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P FARO02		Portuguese	English	B1 English	B2 English
D HANNOVE04		German	English	B1 German	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

D HANNOVE04: The **University of Music, Drama and Media Hannover** welcomes students and staff with disabilities. Please contact the International Office in advance internationaloffice@hmtm-hannover.de

P FARO02: The **Universidade do Algarve** welcomes students and staff with disabilities. Please contact the International Office in advance international@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]
P FARO02	31 st May APPLICATIONS AND NOMINATIONS DEADLINE	31 st October APPLICATIONS AND NOMINATIONS DEADLINE
D HANNOVE04	31. March Nomination and Application Deadline	31. October Application and Nomination Deadline

¹ 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 6-12 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

This Agreement will be effective when the representatives of both institutions affix their signatures to it. It shall stay in effect for the time period stated above. It may be subject to revision or modification from time to time by mutual agreement including the attachment of additional schedules as they are developed. Either party reserves the right to terminate this Agreement upon twelve months' written notice to the other party. In this case, the program(s) or the activity(ies) already approved by both parties shall be allowed to be completed under the conditions of this agreement. 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

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
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D HANNOVE04 - Description of the Institution's grading system:

D HANNOVE04	1 - VERY GOOD: outstanding performance 2 - GOOD: above the average standard but with some errors 3 - SATISFACTORY: generally sound work with a number of notable errors 4 - SUFFICIENT: performance meets the minimum criteria 5 - UNSATISFACTORY: Substantial improvement necessary; requirement of further work 6.- INSUFFICIENT: Basic knowledge is not evident, no indication that improvement would enhance the situation
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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.

The following contact points and information sources can provide information and assistance:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P FARO02	international@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0
D HANNOVE04	Meike Marten/Alexander Schories +49 (0) 511/3100-7369 internationaloffice@hmtm-hannover.de	www.hmtm-hannover.de

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	international@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0

D HANNOVE04	Meike Marten/Alexander Schories +49 (0) 511/3100-7369 internationaloffice@hmtm-hannover.de	European Health Insurance Card Or Private Insurance http://ec.europa.eu/social/main.jsp?catId=559
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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	international@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0
D HANNOVE04	Student Union Hannover +49 (0) 511/7688-048 wohnen@studentenwerk-hannover.de	http://www.studentenwerk-hannover.de/wohnen.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature²
P FARO02	Prof. Dr. Pedro Ferré Vice-Rector	06-10-2017	
D HANNOVE04	Meike Marten ERASMUS Coordinator		

² Scanned signatures are accepted