



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement

2016/17-2020/21

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 ¹ (email, phone)	Website (eg. of the course catalogue)
Universidade do Algarve	P FARO02	<u>Institutional Coordinator:</u> Sofia Nunes, E.U. Programmes Coordinator GRIM – Campus de Gambelas 80005-139 Faro Portugal Tel.: +351 289 800 003 Fax: +351 289 800 025 Email: international@ualg.pt mobilidade@ualg.pt <u>Departmental Coordinator :</u> Prof. Doutora Dina Simes Faculty of Sciences and Technology Campus de Gambelas 8005-139 Faro Portugal Tel : +351 289 800 953 Fax : +351 289 800 066 Email : mobfct@ualg.pt	www.ualg.pt

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

Heriot Watt University	UK EDINBUR02	Mrs Sue Moore Exchange Officer Academic Registry Heriot-Watt University Edinburgh EH14 4AS Tel: +44 (0) 131 451 4477 Email: hwuexchange@hw.ac.uk	www.hw.ac.uk Course information: http://www.hw.ac.uk/student-life/international/study-in-the-uk/course-catalogue.htm
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B. Mobility numbers² 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
P FAR002	UK EDINBUR02	05 - Natural Sciences	Erasmus Mundus Master Chemical Innovation and Regulation	2nd	Maximum 3 for 16 months each max	-
UK EDINBUR02	P FAR002	05 - Natural Sciences	Erasmus Mundus Master Chemical Innovation and Regulation	2nd	Maximum 3 for 16 months each max	-

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	Staff Mobility for Training *
P FAR002	UK EDINBUR02	05 - Natural Sciences	Erasmus Mundus Master Chemical Innovation and Regulation	4 (total 9 weeks)	-

² 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>)

UK EDINBUR02	P FARO02	05 – Natural Sciences	Erasmus Mundus Master Chemical Innovation and Regulation	4 (total 9 weeks)	-
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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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P FARO02		Portuguese/EN	EN	B2	B2
UK EDINBUR02		EN	EN	B2/C1 (see table and exceptions below)	

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

P FARO02: www.ualg.pt

UK EDINBUR02: HWU English Requirements IELTS

(UG) Undergraduate Degrees 6.0 overall with minimum:

(Postgraduate study will require a higher score than undergraduate study)

LIST	5.5
SPEAK	5.5
READ	5.5
WRITING	5.5

IELTS	CEFR	CLES
9.0		
8.5		
8.0	C2	
7.5		
7.0		
6.5	C1	
6.0		
5.5		
5.0	B2	CLES B2
-1.5		
-0	B1	

Exceptions to the above:

- Undergraduate study In Actuarial Science and Physics requires IELTS 6.5
- School of Textiles and Design programmes (UG & PG) require IELTS 6.5
- All languages programmes {UG and PG} require IELTS 7.5
- Postgraduate programmes in Computer Science require IELTS 6.0

³For 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

P FARO02: The Universidade do Algarve welcomes students and staff with disabilities. Please contact the International Office in advance mobilidade@ualg.pt.

UK EDINBUR02:

1 Selection and Admission

1. All Students must have completed at least one year of full-time study at the Home Institution prior to commencement of the Student Exchange.
2. Student Candidates must meet all normal entry criteria as applied to non-graduating students at the Host Institution, including any language requirements.
3. The Host Institution reserves the right to reject Student Candidates put forward by the Home Institution on academic grounds.
4. Neither Institution will deny participation to students on the grounds of race, colour, religion, sexuality, national origin, gender, creed, age or disability.

2 Course of Study

- 1 At least 50% of modules per semester must be selected in the subject of the Exchange. Modules in other subjects within the School may be requested, but are not guaranteed.
- 2 Exchange Students will enrol in a standard full-time study load and complete all relevant assessment in accordance with the rules and policies of the Host Institution.
- 3 The Host Institution will advise the Home Institution immediately if an Exchange student withdraws from or fails to complete their approved course.

3 Tuition Fees and Other Costs

1. Exchange Students accepted under this Agreement are exempt from tuition fees at the Host Institution.
2. Exchange Students may be charged other fees as students of the Host Institution (e.g. field trip costs, Music Centre membership).
3. All living costs (including travel and accommodation costs) are the responsibility of the participating students and neither Institution is responsible for these costs.

4 Access and Regulation

1. Exchange Students are entitled to the same rights and privileges (including academic and library resources, and student support services), as students normally enrolled at the Host Institution. Information for students and staff with disabilities can be found at:

<http://www.hw.ac.uk/welfare/disability-service.htm>

2. Exchange Students are subject to the same rules and regulations as students normally enrolled at the Host Institution. Exchange Students continue to be subject to the rules and regulations of the Home Institution while at the Host Institution.

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3. The Host Institution will advise the Home Institution immediately if any insurmountable problems of a disciplinary or welfare nature arise regarding an Exchange Student.

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 of May	31 st October
UK EDINBUR02	15 th of June	15 th of October

P FARO02

2. The receiving institution will send its decision within 6-8 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.

UK EDINBUR02

2. Applicants will normally expect to hear the University's decision within six weeks of the University receiving a complete application.
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, and as long as the Masters Programme it relates to (Erasmus Mundus ChIR) is in place. 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.

In case of earlier 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 June of year N will only take effect as of 1 September of year N+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

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

UK EDINBUR02:

<http://www.hw.ac.uk/registrv/resources/CAPSdiagramug.pdf>

<http://www.hw.ac.uk/ordinances/regulations.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
P FAR002	international@ualg.pt Phone: +351 289 800 003	www.ualg.pt/home/en/content/coming-0

	Gabinete de Relações Internacionais e Mobilidade	
UK EDINBUR02	isao@hw.ac.uk International Students Advisors' Office	http://www.hw.ac.uk/support/isao/immigration

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 Phone: +351 289 800 003 Gabinete de Relações Internacionais e Mobilidade	www.ualg.pt/home/en/content/insurance-0
UK EDINBUR02	isao@hw.ac.uk	Student Healthcare: http://www.hw.ac.uk/support/isao/healthcare.htm Travel Insurance-outgoing HWU students only: http://www.hw.ac.uk/policy/health/travel_insurance.pdf http://www.hw.ac.uk/insurance/forms/information/travel-insurance-policy.pdf

P FARO02:

UK EDINBUR02: Students and staff from Heriot-Watt University have the University travel insurance policy for their placement.


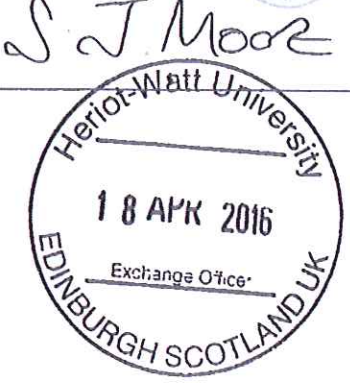
4. Housing

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 Phone: +351 289 800 003 Gabinete de Relações Internacionais e Mobilidade	www.ualg.pt/home/en/content/accommodation-0

UK EDINBUR02	halls@hw.ac.uk flats@hw.ac.uk Student Support & Accommodation	http://www.hw.ac.uk/student-life/campus-life/accommodation.htm
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
P FAR002	Pedro Ferré Vice-Rector	19/04/2016	
UK EDINBUR02	Sue Moore Exchange Officer	18/4/2016	



⁴Scanned signatures are accepted