



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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	Prof. Isabel Cavaco , International Relations and Mobility Office Coordinator international@ualg.pt +351 289 800 003	www.ualg.pt
Thomas More Kempen	B GEEL07	Agnes Dillien Kleinhoefstraat 4 2440 Geel - Belgium Tel +32 14 562143 fax: +32 14 584859 email: agnes.dillien@thomasmore.be	http://www.thomasmore.be/welcome

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 <i>[total number of months of the study periods or average duration*]</i>	Student Mobility for Traineeships
P FARO02	B GEEL07	0713 Electricity and energy	1 st , 2 nd	2 x 4 months	2 x 4 months
B GEEL07	P FARO02	0714 Electronics and automation 0715 Mechanics and metal trades	1 st , 2 nd	2 x 4 months	2 x 4 months

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	B GEEL07	0713 Electricity and energy	1 x 5 days	1 x 5 days
B GEEL07	P FARO02	0714 Electronics and automation 0715 Mechanics and metal trades	1 x 5 days	1 x 5 days

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
B GEEL07		Dutch	English	B2	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

Thomas More has infrastructure to welcome students and staff with disabilities. Each application will be dealt with individually in order to ensure the best possible support.

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	31 st October
B GEEL07	31 st May	31 st October

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

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>

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 FAR002 - 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

B GEEL07: Thomas More Kempen see: <http://www.thomasmore.be/english/ects-grading-scale>

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
B GEEL07	Agnes Dillien Kleinhoefstraat 4 2440 Geel - Belgium Tel +32 14 562143 fax: +32 14 584859 email: agnes.dillien@thomasmore.be	http://www.thomasmore.be/welcome

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
B GEEL07	Agnes Dillien Kleinhoefstraat 4 2440 Geel - Belgium Tel +32	http://www.thomasmore.be/welcome

	14 562143 fax: +32 14 584859 email: agnes.dillien@thomasmore.be	
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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
B GEEL07	Agnes Dillien Kleinhoefstraat 4 2440 Geel - Belgium Tel +32 14 562143 fax: +32 14 584859 email: agnes.dillien@thomasmore.be	http://www.thomasmore.be/welcome

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature²
P FARO02	Prof. Dr. Pedro Ferré Vice-Rector	22/11/2016	

² Scanned signatures are accepted

B GEEL07	International Relations Manager: Agnes Dillien Kleinhoefstraat 4 2440 Geel - Belgium Tel +32 14 562143 fax: +32 14 584859 email: agnes.dillien@thomasmore.be	22/11/2016	 THOMAS MORE International Relations Manager
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