Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021
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 (eg. of the course catalogue)
Gjøvik University College	N GJOVIK01	Erasmus coordinator: Mrs. Anneli Torsbakken Østlien Email: annelit@hig.no Head of International Relations: Ms Bente Gaalaas Rønningen, Email: benter@hig.no	www.hig.no http://english.hig.no/international
Department of Radiography	N GJOVIK01	Ms. Astrid Brentsen astrid.berntsen@hig.no	
University of Algarve	**P FARO02**	**Sofia Nunes**, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

[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 numbers[3] per academic year

[Paragraph to be added, if the agreement is signed for more than one 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, 1st, 2nd or 3rd]* *	**Number of student mobility periods** Student Mobility for Studies or Traineeships* *[total number of months of the study periods or average duration*]*
N GJOVIK01	P FARO02	0914	Radiography	1st	2x5=10
P FARO02	N GJOVIK01	0914	Radiography	1st	2x5=10

*[*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.]*

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 *[total number of days of teaching periods or average duration *]*	*Staff Mobility for Training* *
N GJOVIK01	P FARO02	0914	Radiography	1 (7)	N/A
P FARO02	N GJOVIK01	0914	Radiography	1 (7)	N/A

[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 [Erasmus code]	***Optional: Subject area***	**Language of instruc-tion 1**	**Language of instruc-tion 2**	**Recommended language of instruction level**[4]	
				Student Mobility for Studies [*Minimum recommended level: B1*]	Staff Mobility for Teaching [*Minimum recommended level: B2*]
P FARO02		Portuguese	English	B1 English	B2 English
N GJOVIK01	Radiography	English	Norwegian	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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

P FARO 02: http://www.ualg.pt/home/en/content/international-mobility-office

N GJOVIK 01: http://english.hig.no/international/prospective_students

[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

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 FARO 02	31st May	31st October
N GJOVIK 01	1st May	15th October

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

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

   [It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of 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 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[5]. 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.]

P FARO 02: **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:

[5] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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

N GJOVIK 01: http://english.hig.no/student/examination/grades

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 FARO 02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0

N GJOVIK 01	international@hig.no +47 61 13 51 20	Students from countries with visa requirements for entering Norway must apply for visa http://english.hig.no/study_programmes/admission/how_to_apply Norwegian Directorate of Immigration: http://www.udi.no/Norwegian-Directorate-of-Immigration/Central-topics/Studies/

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 FARO 02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0
N GJOVIK 01	international@hig.no +47 61 13 51 20	http://english.hig.no/student/welfare/health_insurance

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 FARO 02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0
N GJOVIK 01	international@hig.no +47 61 13 51 20	http://english.hig.no/international/prospective_students/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[6]
P FARO 02	Prof. Doutor Tomasz Boski, Vice-rector	27/03/2014	
N GJOVIK 01	Prof. Jørn Wroldsen, rector	8/4/2014	

[6] Scanned signatures are accepted