

**Key Action 131
– International Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2021-23²
between institutions from
Programme and Partner Countries³**

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITECNICO DO PORTO (P.PORTO)	P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210	Professor José Carlos Quadrado, Pro-President International Office Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Carla Carneiro International Office Presidency Services Rua Dr. Roberto Frias, 712 4200-465 Porto, PORTUGAL Tel.: +351 225 571 000/74 Fax: +351 225 020 772	https://www.ipp.pt/international? set_language=en

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions must agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

		Email: gcri@sc.ipp.pt	
ISEP: School of Engineering		Alexandra Trincão Head of International Relations T.: + 351 228340500 (1659) F.: +351 228340558 Email: relacoes.externas@isep.ipp.pt	www.isep.ipp.pt
Instituto Federal de Santa Catarina - IFSC	PIC number: 955078200 OID number: 11402887000	Fernanda Emanuela Ferreira Head of International and Strategic Affairs T: +55 48 3877 9010 Email: assint@ifsc.edu.br	www.ifsc.edu.br
		NIF: 562770755	mod 00X.19

B. Mobility numbers⁷

[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 or city of the sending institution]	TO [Erasmus code or city 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 [total number of months of the study periods or average duration*]		Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
					Nr. Students	Nr. of months	Nr. Students	Nr. of months
P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210	IFSC PIC number: 955078200 OID number: 11402887000	0713	Sistemas Eléctricos Energia	1 st / 2 nd	2	10	---	---
		0715	Engenharia Mecânica	1 st / 2 nd	2	10		
IFSC	P PORTO 05	0713	Sistemas Eléctricos		2	10		

⁷ 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>)

PIC number: 955078200 OID number: 11402887000	PIC Number: 991473861 Organisation ID: E10182210	0715	Energia Engenharia Mecânica	1 st / 2 nd 1 st / 2 nd	2	10	---	---
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[*Optional: subject area code & name and study cycle are optional.]

FROM [code of the sending institution]	TO [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 *	
				Nr. teaching staff	Nr. of days	Nr. Training staff	Nr. of days
P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210	IFSC PIC number: 955078200 OID number: 11402887000	0713	Sistemas Eléctricos Energia				
		0715	Engenharia Mecânica	1	---	1	---
IFSC PIC number: 955078200 OID number: 11402887000	P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210	0713	Sistemas Eléctricos Energia	1	---	1	---
		0715	Engenharia Mecânica	1	---	1	---

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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO 05 PIC Number: 991473861		Portuguese	English	B1 Portuguese or	B2 Portuguese or

⁸ 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>

Organisation ID: E10182210				English	English
IFSC PIC number: 955078200 OID number: 11402887000		Portuguese	x	B1 Portuguese	B2 Portuguese

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution’s everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. 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; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

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

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Optional: Subject area	Autumn Term*	Summer Term*
P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210	<i>[Area code]</i>	Nomination deadline: 15 May Student application deadline: 15 june	Nomination deadline: 15 October Student application deadline: 15 November
IFSC PIC number: 955078200 OID number:		Nomination deadline: 15 december Student application	Nomination deadline: 15 june Student application

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

2. The receiving institution will send its decision within 4 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."]

G. 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' guide⁹. 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.]

[PARTNER INSTITUTION]

[The following table is a mere example. To be completed with the information of the partner institution]

ECTS Grade	% of students who have achieved this grade	Definition (only for failing grades)
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL-some more work required before the credit can be awarded
FX		FAIL- considerable further work is required

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Grading systems of the institutions

Grading system used at the Instituto Politécnico do Porto, Portugal:

1 - Local Grades

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

ECTS credits:

one full academic year	one semester	one trimester
60 ECTS credits	30 ECTS credits	20 ECTS credits

Grading system used at the Federal Institute of Santa Catarina, Brazil:

1 – Grades and Frequency Resolution

According to the Resolution of the Institutional Superior Council No. 20, of June 25, 2018, is approved the Didactic-Pedagogical Regulation of IFSC (accessed through this [link](#)) which stipulates, among other measures, the following:

- Attendance to activities corresponding to each curricular component will be mandatory, with students failing when not met the required 75% (seventy-five percent) attendance rate.
- The evaluation result will be registered by the professor, in the academic system, in integer values from 0 (zero) to 10 (ten), being:
 - The minimum result for passing a curricular component is 6 (six).

- The student who attends less than 75% (seventy-five percent) of the workload established in the PPC for the curricular component will be assigned a value of 0 (zero).
- The partial registration of each curricular component will be carried out by the teacher in the class diary in the form of integer values from 0 (zero) to 10 (ten).
- The teacher's decision on the final result will depend on the analysis of the set of assessments, their weightings and the discussions of the final class council.
- The assessment will be carried out, in each curricular component, considering the objectives or competences proposed in the teaching plan.

Finally, the above-mentioned measures taken are the preponderant guiding ones when evaluating a student and his/her ability to accomplish or not a curricular unit.

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 or city]	Contact details (email, phone)	Website for information
P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210		http://www.sef.pt/portal/V10/EN.aspx/page.aspx Further assistance: gcri@sc.ipp.pt
IFSC PIC number: 955078200 OID number: 11402887000		http://www.portalconsular.itamaraty.gov.br/apoio-ao-imigrante Further assistance: assint@ifsc.edu.br

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 or city]	Contact details (email, phone)	Website for information
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P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: relacoes.externas@isep.ipp.pt
IFSC PIC number: 955078200 OID number: 11402887000	Ministry of Education (Bureau of Vocational and Technological Education)	portalconsular.itamaraty.gov.br/antes-de-viajar/saude-do-viajante Further assistance: assint@ifsc.edu.br

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 or city]	Optional: Subject area	Contact details (email, phone)	Website for information
P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210		GRE – relacoes.externas@isep.ipp.pt	www.isep.ipp.pt
IFSC PIC number: 955078200 OID number: 11402887000		ASSINT- assint@ifsc.edu.br	www.ifsc.edu.br

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
P PORTO 05 PIC Number: 991473861 Organisation ID: E10182210	José Carlos Quadrado, Pro-President		
IFSC PIC number: 955078200 OID number:	André Dala Possa, Rector Pro-Tempore	09/07/2021	

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

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