

Erasmus+ Programme

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

I Inter-institutional agreement 2014-2020

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	Erasmus code	Contact details	Website
University of Algarve	P FARO02	<p>Sofia Nunes, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003</p>	www.ualg.pt
University College Sjælland – University College Zealand	DK SORO02	<p>Morten Pristed Head of International Secretariat Slagelsevej 7, DK – Soroe Denmark Tel:45 72481018 e-mail: mpr@ucsj.dk</p> <p><i>Dept. Contact:</i> Mrs Marie-Josée Jensen Bispegade 5 4800 Nykøbing Falster DENMARK Tel.: +4572482287 E-mail: mije@ucsj.dk</p>	<p>http://ucsj.dk/english/ http://www.ucsj.dk http://ucsj.dk/english/programmes/bachelors-degree-programmes-in-english/leisure-management/</p>

More contact and other information can be given in a separate info sheet accompanying this agreement.

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 the calendar year (for the next academic year).

FROM	TO	Subject area code (ISCED)	Subject area name	Study cycle level	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
P FARO02	DK SORO02	812	Leisure Management	1st	2 students @ 6 months	
DK SORO02	P FARO02	812	Leisure Management	1st	2 students @ 6 months	

FROM	TO	Subject area code (ISCED)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
P FARO02	DK SORO02	812	Leisure Management	1 person @ 1 week @ 8 hrs	
DK SORO02	P FARO02	812	Leisure Management	1 person @ 1 week @ 8 hrs	

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	Subject area (optional)	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies / Traineeships	Staff Mobility for Teaching
P FARO02		Portuguese	English	B1 English	B2 English
DK SORO02		English		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on Page 1).

D. Additional requirements

DK SORO02:

University College Zealand welcomes students and staff with disabilities, facilities' capacity varies from location to location, and however, it must be brought to our attention with application. Cases are reviewed individually.

E. Calendar

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

Receiving institution	Autumn semester	Spring semester
P FARO02	31 st May	31 st October
DK SORO02	Primo April	Primo October

2. For theoretical studies the receiving institution will send its decision within **4 weeks from the application deadline** however, confirmation of practical/clinical placements may require additional time.

P FARO02: The receiving institution will send its decision within **6/8** weeks.

3. DK SORO02 issues Transcript of Record for incoming students maximum 2 ½ month after having completed their exchange period at our institution. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.

P FARO02: 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

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. 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

DK SORO02:

<http://eng.uvm.dk/Education/General/7-point-grading-scale>

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

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	Contact details	Website for information
P FARO02	mobilidade@ualg.pt tel. +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0
DK SORO02	Susie Sophia Lindhardt Lerche ssll@ucsj.dk Tel.: +45 /7248 1825 Fax: +45 7248 1005	Those students who are not from the European Union must apply for the corresponding visa at the Danish Consulate at home. http://um.dk/en

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	Contact details	Website for information
P FARO02	mobilidade@ualg.pt tel. +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0
DK SORO02	http://studyindenmark.dk/live-in-denmark/health-safety	We strongly recommend that you take out adequate insurance while studying in Denmark. The following insurance coverage is recommended: Third-party liability insurance ('ansvarsforsikring') – covering expenses if you have to pay compensation to another person Accident insurance ('ulykkesforsikring') – covering the financial consequences of an accident Home insurance ('indboforsikring') – for your personal belongings Car insurance ('bilforsikring') – If you bring a car with you, please make sure it is properly insured. If you decide to take out the insurance in Denmark, try contacting some of the larger insurance companies. Their websites are in English. Your host institution may be able to refer you to specific insurance companies.

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	Contact details	Website for information
P FARO02	mobilidade@ualg.pt tel. +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0
DK SORO02	Susie Sophia Lindhardt Lerche ssll@ucsj.dk Tel.: +45 7248 1825 Fax: +45 7248 1005	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
P FARO02	Prof. Doutor Tomasz Boski, Vice- rector	21/02/2014	
DK SORO02	Morten Pristed Head of International Secretariat	27-02 2014	



University College
SJÆLLAND



International Office
Slagelsevej 7 · DK-4180 Soroe
www.ucsj.dk

Stamp

P FARO02

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DK SORO02