



## Erasmus+ Programme

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

### **Inter-institutional<sup>1</sup> 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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>2</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
TH Köln	D KOLN04	<b>International Office</b> Institutional Erasmus Coordinator Janina Knöll, Claudiusstraße 1, 50678 Köln, Deutschland +49 221 8275 3098 +49 221 8275 3369 <a href="mailto:janina.knoell@th-koeln.de">janina.knoell@th-koeln.de</a> <b>Faculty contact:</b> Petra Reitze <a href="mailto:petra.reitze@th-koeln.de">petra.reitze@th-koeln.de</a>	<b>General website:</b> <a href="http://www.th-koeln.de">www.th-koeln.de</a> <b>Academic calendar:</b> <a href="http://www.studium.th-koeln.de/service/u/01369.php">http://www.studium.th-koeln.de/service/u/01369.php</a> <b>Bilateral Agreements:</b> <a href="mailto:erasmus-agreements@th-koeln.de">erasmus-agreements@th-koeln.de</a> <b>Nominations:</b> <a href="mailto:Incomings-erasmus@th-koeln.de">Incomings-erasmus@th-koeln.de</a> <b>Faculty website:</b> <a href="https://www.th-koeln.de/en/business-economics-and-law/faculty-of-business-economics-and-law_6798.php">https://www.th-koeln.de/en/business-economics-and-law/faculty-of-business-economics-and-law_6798.php</a>
Universidade do Algarve	P FARO02	<b>Prof. Isabel Cavaco,</b> International Relations an Mobility Office Coordinator <a href="mailto:international@ualg.pt">international@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt">www.ualg.pt</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</sup> 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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D KOLN04	P FARO02	041	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	-----
P FARO02	D KOLN04	041	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	-----

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 *
D KOLN04	P FARO02	041		1 person x 8h min	1 person 2 days minimum
P FARO02	D KOLN04			1 person x 8h min	1 person 2 days minimum

<sup>3</sup> 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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D KOLN04		German	English	B1 (certificate required)	
P FARO02		Portuguese	English	B1 English	B2 English

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

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D KOLN04: offers support to students and staff with disabilities or students and staff with children.

Please contact CUAS in time for information and help:

[incomings-erasmus@th-koeln.de](mailto:incomings-erasmus@th-koeln.de)

D KOLN04: offers language courses before and during the semester. Please see for more information :

<http://www1.th-koeln.de/slz/>

P FARO02: The **Universidade do Algarve** welcomes students and staff with disabilities.

Please contact the International Office in advance [international@ualg.pt](mailto: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]
D KOLN04	Nomination till 15 <sup>th</sup> May, Application till 15 <sup>th</sup> June	Nomination till 15 <sup>th</sup> November Application till 15 <sup>th</sup> December
P FARO02	31 <sup>st</sup> May	31 <sup>st</sup> October

<sup>4</sup> 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>

[\* 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 [8] 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 D KOLN04**

#### **German Grading System**

up to 1.5 = excellent  
above 1.5 – 2.5 = good  
above 2.5 – 3.5 = satisfactory  
above 3.5 – 4.0 = sufficient  
below 4.0 = fail

#### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D KOLN04	<a href="https://www.th-koeln.de/en/international_office/incomings_21389.php">https://www.th-koeln.de/en/international_office/incomings_21389.php</a>	
P FARO02	<a href="mailto:international@ualg.pt">international@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/coming-0">http://www.ualg.pt/home/en/content/coming-0</a>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D KOLN04	<a href="https://www.th-koeln.de/en/international_office/incomings_21389.php">https://www.th-koeln.de/en/international_office/incomings_21389.php</a>	
P FARO02	<a href="mailto:international@ualg.pt">international@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/insurance-0">http://www.ualg.pt/home/en/content/insurance-0</a>


## **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
D KOLN04	<a href="https://www.th-koeln.de/en/international_office/incomings_21389.php">https://www.th-koeln.de/en/international_office/incomings_21389.php</a>	
P FARO02	<a href="mailto:international@ualg.pt">international@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt/home/en/content/accommodation-0">http://www.ualg.pt/home/en/content/accommodation-0</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
D KOLN04	Janina Knöll Institutional Erasmus coordinator	23-11-2016	
P FARO02	Prof. Dr. Pedro Ferré Vice-Rector	23-11-2016	

<sup>5</sup> Scanned signatures are accepted