



Erasmus+

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

**Inter-institutional¹ agreement 2020-2023²
between institutions from Programme and Partner Countries³**

**between Montanuniversität Leoben, Austria
and Universidade Federal do Espírito Santo, Brazil⁴**

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 or city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
Montanuniversitaet Leoben Franz-Josef-Straße 18 8700 Leoben Austria	A LEOBEN01	Susanne Feiel Head of MIRO – Montanuniversität International Relations Office international@unileoben.ac.at	www.unileoben.ac.at https://online.unileoben.ac.at/mu_online/webnav.ini → Search → Courses
Universidade Federal do Espírito Santo (Universidade Federal do Espírito Santo - UFES)	Vitória	Mr Felipe Guimaraes Mrs. Raquel Paiva Division of Cooperation Agreements UFES, Brazil +55 27 4009 2046 / 3145 9205 Email: internacional@ufes.br ; acordos.internacional@ufes.br Telephone number: +55 (27) 4009-2046 / +55 (27) 3145-9205	https://internacional.ufes.br/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to 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 and of its possible updates.

B. Mobility numbers⁷ per academic year

The contract shall be valid until 2023, given that there are relevant KA107 projects that can fund according mobility activities. Mobility quota shall be referred to in the relevant project documents.

[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 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 *
A LEOBEN01	Vitória	07	Engineering			
Vitória	A LEOBEN01	07	Engineering			

*[*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 *
A LEOBEN01	Vitória	071	Engineering		
Vitória	A LEOBEN01	071	Engineering		

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>

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 ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A LEOBEN01		English	German	Level B2	Level B2
Vitória		Portuguese	English	Level B2	Level B2

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

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

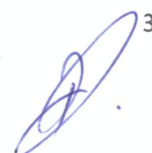
The higher education institution(s) located in a Partner Country of Erasmus+ must respect the following set of principles and requirements:

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.

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>

3



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; 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.]

Universidade Federal do Espírito Santo, Vitória:

In case of additional requirements (such as students and staff with disabilities), the partner institution may address the IRO Office, @: internacional@ufes.br; acordos.internacional@ufes.br

Montanuniversität Leoben:

1. Incoming Exchange Students at the Bachelor level may take Master level classes at the university, however, if there are specific prerequisites to be fulfilled for the participation of a class then it is up to the study programme director who is also the responsible person for signing the learning agreements of incoming exchange students to refuse the participation, in order to be able to provide high quality learning outcomes within homogenous learning groups.
2. The infrastructure at the university is wheelchair friendly. However, the university does not provide special assistance unless otherwise agreed upon with an individual supervisor.
3. For further information on student and staff mobilities as well as nominations and application procedures please visit the website <https://www.unileoben.ac.at/en/studying> or contact the Montanuniversitaet International Relations Office (MIRO).
<https://international.unileoben.ac.at/en/7164/>

F. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
A LEOBEN01	EU/EEW applications due on June 1st International applications due on May 15th	EU/EEW application due on Nov 15th (for spring term) International application due on Oct 15th
Vitória	Suspended for now (covid-19) https://prograd.ufes.br/calendario-academico Especial term 2020/2 begins on February 1.	Suspended for now (covid-19) https://prograd.ufes.br/calendario-academico Especial term 2021/1 begins on June 14

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

2. The receiving institution will send its decision within **2** 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.]

A LEOBEN01

Mark	Result
1	Excellent
2	Good
3	Satisfactory
4	Sufficient
5	Unsatisfactory
Successfully completed	Positive performance
Not completed	Negative performance

Universidade Federal do Espírito Santo, Vitória: <https://prograd.ufes.br/>

Mark		Result
1	8,75 < grade ≤ 10	Excellent
2	7,5 < grade ≤ 8,75	Good
3	6,25 < grade ≤ 7,5	Satisfactory
4	5 ≤ grade ≤ 6,25	Sufficient
5	≤ 0 grade < 5	Unsatisfactory
Successfully completed	Approved	Positive performance
Not completed	Not approved	Negative performance

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

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

information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
A LEOBEN01	incoming@unileoben.ac.at +43 3842 402 7231	http://international.unileoben.ac.at
Vitória	incoming@ufes.br 55 27 3145 9205	https://internacional.ufes.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]	Contact details (email, phone)	Website for information
A LEOBEN01	incoming@unileoben.ac.at +43 3842 402 7231	http://international.unileoben.ac.at
Vitória	incoming@ufes.br 55 27 3145 9205	https://internacional.ufes.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]	Contact details (email, phone)	Website for information
A LEOBEN01	incoming@unileoben.ac.at +43 3842 402 7231	http://international.unileoben.ac.at
Vitória	incoming@ufes.br 55 27 3145 9205	https://internacional.ufes.br/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹⁰
A LEOBEN01	Susanne Feiel BA MA, <i>Head of Montanuniversitaet International Relations Office</i>	22.02.2021	
Vitória	Prof. Paulo Sérgio de Paula Vargas, PhD. Rector		
	Prof. Yuri Luiz Reis Leite, PhD International Office, Director		



¹⁰ Scanned signatures are accepted