



# Erasmus+ Programme

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

## Inter-institutional agreement 2018 – 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
<b>ISAL</b>	<b>P FUNCHAL08</b>	<u>Institutional Coordinator:</u> Dr. Nelson abreu Rua do Comboio, 5 9050-053 Funchal Tel: +351 291 705 705 Fax: +351 291 705 709 Email: <a href="mailto:erasmus@isal.pt">erasmus@isal.pt</a>	<a href="http://www.isal.pt">www.isal.pt</a>
<b>ALEXANDER COLLEGE</b>	<b>CY LARNACA03</b>	Nicodemos Loizou, Dean of Academic Affairs, Alexander College <a href="mailto:n.loizou@alexander.ac.cy">n.loizou@alexander.ac.cy</a>  Panayiotis Elia Erasmus+ Officer 2 Artas Street, P.O.Box 45081 Aradippou 7110, Larnaca, Cyprus Tel: +357 24 532373 Fax: +357 24532365 <a href="mailto:erasmus@alexander.ac.cy">erasmus@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/en/">https://alexander.ac.cy/en/</a> <a href="https://alexander.ac.cy/en/courses/alexander-college-course/bsc-business-administration-finance-4-years/">https://alexander.ac.cy/en/courses/alexander-college-course/bsc-business-administration-finance-4-years/</a>  <a href="https://mba.alexander.ac.cy/">https://mba.alexander.ac.cy/</a>

## 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 January in the preceding academic year.

### Student mobility (SM):

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 *
CY LARNACA 03	P FUNCHAL08	041	Business management	1 <sup>st</sup>	2 students	-
P FUNCHAL08	CY LARNACA 03	041	Business management	1 <sup>st</sup>	2 students	-

### Staff mobility (ST):

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED] 313	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 *
CY LARNACA 03	P FUNCHAL08	041	Business management	2 teaching staffs/5 days (min. 8 hours teaching)	1 staff
P FUNCHAL08	CY LARNACA 03	041	Business management	2 teaching staffs/5 days (min. 8 hours teaching)	1 staff

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CY LARNACA03		English	English	B2	B2
P FUNCHAL08		English	Portuguese	English B1	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

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>CY LARNACA03</b>	June 30 <sup>th</sup>	November 15 <sup>th</sup>
<b>P FUNCHAL08</b>	June	November

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

2. The receiving institution will send its **decision** within [5] 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  
The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### F. Information

#### Grading systems of the institutions

##### **CY LARNACA03 - Alexander College**

Appropriate definitions of the grades which will be applied to all marking are:

90 – 100%                      A

80 – 89%	A-
77 – 79%	B+
73 – 76%	B
70 – 72%	B-
67 – 69%	C+
63 – 66%	C
60 – 62%	C-
57 – 59%	D+
53 – 56%	D
50 – 52%	D-
0 – 49%	F
I	Incomplete
W	Withdrawal

**P FUNCHAL08:** <http://en.isal.pt/Erasmus.aspx>

### 1. 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
CY LARNACA03	ELENI GEORGIOU <a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
P FUNCHAL08	<a href="mailto:erasmus@isal.pt">erasmus@isal.pt</a>	<a href="http://en.isal.pt/Erasmus.aspx">http://en.isal.pt/Erasmus.aspx</a>

### 2. 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
CY LARNACA03	ELENI GEORGIOU <a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
P FUNCHAL08	<a href="mailto:erasmus@isal.pt">erasmus@isal.pt</a>	<a href="http://en.isal.pt/Erasmus.aspx">http://en.isal.pt/Erasmus.aspx</a>



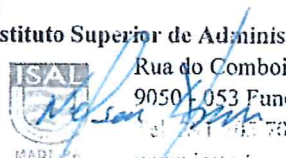

### 3. Housing

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
CY LARNACA03	ELENI GEORGIOU <a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
P FUNCHAL08	erasmus@isal.pt	<a href="http://en.isal.pt/Erasmus.aspx">http://en.isal.pt/Erasmus.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
CY LARNACA03	<b>Andy Loppas</b> <b>Director</b>		 
P FUNCHAL08	General Manager <b>Dr. José Quaresma</b>  On behalf of the General Manager: Institutional Coordinator <b>Dr. Nelson Abreu</b>	25/02/19	  Instituto Superior de Administração e Línguas Rua do Comboio, 5 9050-053 Funchal Tel. 21 781 783 <a href="http://www.isal.pt">www.isal.pt</a>

<sup>1</sup>Scanned signatures are accepted