



Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2019/2020-2020/2021
between programme countries
Minimum requirements

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)
University of Coimbra	P COIMBRA01	Prof. Doutor João Nuno Calvão da Silva Vice-Rector for External Relations and Alumni Phone: +351 239 857 003, Fax: +351 239 857 002 Email: vr.jncalvao@uc.pt	Website: http://www.uc.pt/en/driic
		Mrs. Liliana Moreira ERASMUS Institutional Coordinator DRI - International Relations Unit Phone: +351 239 857 003, Fax: +351 239 857 002 Email: dri@uc.pt	Website: http://www.uc.pt/en/driic Information for Incoming students: http://www.uc.pt/en/driic/mobilidade/in/
Alexandru Ioan Cuza University of Iasi	RO IASIO2	Prof. dr. Henri Luchian Vice-Rector for International Relations Erasmus Institutional Coordinator	www.uaic.ro
		Alexandra Teodorescu Erasmus+ Office Bd. Carol I no. 11, Iasi 700506, Romania Tel. +40 232 201021 alexandra.teodorescu@uaic.ro	Erasmus incoming students: http://www.uaic.ro/uaic/bin/view/Cooperation/incomingstudents
Friedrich Schiller University Jena	D JENA01	Mrs. Jana Blumenstein ERASMUS Institutional Coordinator International Office Fuerstengraben 1, 07743 Jena, Germany Phone: +40 36419401511 Email: jana.blumenstein@uni-jena.de	https://www.uni-jena.de/en/studies+international.html
University of Pavia	I PAVIA01	Silvia Massara International Relations office Corso Strada Nuova 65, 27100 Pavia, Italy Tel: +390382984217 Fax: +390382984529	http://www.unipv.eu/site/en/home/study/course-catalogue.html

		agreements.erasmus@unipv.it	
University of Poitiers	F POITIER01	Christine Fernandez-Maloigne Vice-rector for International Relations	http://www.univ-poitiers.fr/formation/nos- formations/
		Jean-Marie Pincemin Head of Office International Relations Office Hôtel Chaboureau 49 Place Charles de Gaulle Bat. E11, TSA 51133, 86073 Poitiers Cedex 9 Tel. + 33 (0)5 49 45 30 00 ri@univ-poitiers.fr	
University of Salamanca	E SALAMAN02	Dr. Efrem Yildiz Sadak Vice-Rector for International Relations	
		International Relations Office Benedicto XVI, 22, 1ª Planta 37008 Salamanca (Spain) Tf: +34 923294426 erasmus@usal.es	
University of Turku	SF TURKU01	Liisa Järvinen Head of Mobility Team Rehtoripellonkatu 3 FI-201500 Turku Finland Tel. +358 50 436 2648 liisa.jarvinen@utu.fi	www.utu.fi/exchange

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. Mobility numbers in each specific academic field will be subject to prior approval of the hosting department.

Student Mobility (SMS)

ROM 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	Student Mobility for Placements
P COIMBRA01	RO IASIO2	011	Education	1 st , 2 nd , 3 rd	20	20
	D JENA01	021	Arts (History of Art, Art Studies)			
	I PAVIA01	022	Humanities (except Languages)			
	F POITIER01	023	Languages			
	E SALAMAN02	031	Social and behavioural sciences			
	SF TURKU01	032	Journalism and Information			
		041	Business and administration			
		042	Law			
		051	Biological and related sciences			
		052	Environment			
		053	Physical sciences			
		054	Mathematics and statistics			
		061	Information & Communication Technologies			
		071	Engineering and engineering trades			
	072	Manufacturing and processing				
	073	Architecture and construction				
	091	Health				

		101	Personal services			
D JENA01	P COIMBRA01 I PAVIA01 F POITIER01 E SALAMAN02 SF TURKU01 RO IASIO2	0111 0215 0219 0221 0222 0223 0229 0231 0232 0288 0312 0313 0314 0321 0419 0421 0511 0512 0519 0521 0531 0532 0533 0549 0611 0619 0722 1014	Education science Music and performing arts Arts Religion and theology History and archaeology Philosophy and ethics Humanities (except languages) Language acquisition Literature and linguistics Arts and humanities, inter-disciplinary Political sciences and civics Psychology Sociology and cultural studies Journalism and reporting Business and Administration Law Biology Biochemistry Biological and related sciences Environmental sciences Chemistry Earth sciences Physics Mathematics and statistics Computer use Information and Communication Technologies (ICTs), not elsewhere c Materials Sciences Sports	1 st , 2 nd , 3 rd	20	20
RO IASIO2	P COIMBRA01 D JENA01 I PAVIA01 F POITIER01 E SALAMAN02 SF TURKU01	011 ✓ 0211 ✓ 022 ✓ 023 ✓ 031 ✓ 0321 ✓ 041 ✓ 042 ✓ 051 ✓ 052 ✓ 053 ✓ 054 ✓ 061 ✓ 0724 ✓ 0915 ✓ 092 ✓ 1014 ✓ 1015 ✓	Education Audio-Visual techniques and media production Humanities Languages Social and behavioural sciences Journalism and reporting Business and administration Law Biological and related sciences Environment Physical sciences Mathematics and statistics Information and Communication Technologies (ICTs) Mining and extraction Therapy and rehabilitation Welfare Sports Travel, tourism and leisure	1 st , 2 nd , 3 rd	20	20
I PAVIA01	P COIMBRA01 RO IASIO2	021 022	Arts Humanities	1 st , 2 nd , 3 rd	20	20

	D JENA01 F POITIER01 E SALAMAN02 SF TURKU01	023 031 032 041 042 051 052 053 054 061 071 073 091	Languages Social and behavioural sciences Journalism and information Business and Administration Law Biological and related sciences Environment Physical sciences Mathematics and statistics Information and communication Technologies (ICTs) Engineering and engineering trades Architecture and construction Health			
F POITIER01	P COIMBRA01 RO IASIO2 D JENA01 I PAVIA01 E SALAMAN02 SF TURKU01	011 02 031 04 05 061 071 091 1014	Education Arts and humanities Social and behavioural sciences Business, administration and law Natural sciences, mathematics and statistics Information and Communication Technologies (ICTs) Engineering and engineering trades Health Sports	1 st , 2 nd , 3 rd	20	20
E SALAMAN02	P COIMBRA01 RO IASIO2 D JENA01 I PAVIA01 F POITIER01 SF TURKU01	011 0211 022 023 031 032 041 042 0511 0521 0532 0533 054 061 071 0915 092 1014 1015 1022	Education Audio-Visual techniques and media production Humanities Languages Social and behavioural sciences Journalism and information Business and administration Law Biology Environmental sciences Earth sciences Physics Mathematics and statistics Information and Communication Technologies (ICTs) Engineering and engineering trades Therapy and rehabilitation Welfare Sports Travel, tourism and leisure Occupational health and safety	1 st , 2 nd , 3 rd	20	20
SF TURKU01	P COIMBRA01 RO IASIO2 D JENA01 I PAVIA01 F POITIER01 E SALAMAN02	011 022 023 031 04 042 051 053 054 061	Education Humanities Languages Social and behavioural sciences Business, administration and law Law Biological and related sciences Physical sciences Mathematics and statistics Information and Communication Technologies (ICTs)	1 st , 2 nd , 3 rd	20	20

		0721	Food processing			
		091	Health			
		092	Welfare			

Staff Mobility for Teaching (STA) and for Training (STT)

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	Staff Mobility for Training
P COIMBRA01	RO IASIO2 D JENA01 I PAVIA01 F POITIER01 E SALAMAN02 SF TURKU01	011	Education	20	20
		021	Arts (History of Art, Art Studies)		
		022	Humanities (except Languages)		
		023	Languages		
		031	Social and behavioural sciences		
		032	Journalism and Information		
		041	Business and administration		
		042	Law		
		051	Biological and related sciences		
		052	Environment		
		053	Physical sciences		
		054	Mathematics and statistics		
		061	Information & Communication Technologies		
		071	Engineering and engineering trades		
		072	Manufacturing and processing		
		073	Architecture and construction		
		091	Health		
101	Personal services				
RO IASIO2	P COIMBRA01 D JENA01 I PAVIA01 F POITIER01 E SALAMAN02 SF TURKU01	011	Education	20	20
		0211	Audio-Visual techniques and media production		
		022	Humanities		
		022	Languages		
		023	Social and behavioural sciences		
		031	Journalism and reporting		
		0321	Business and administration		
		041	Law		
		042	Biological and related sciences		
		051	Environment		
		052	Physical sciences		
		053	Mathematics and statistics		
		054	Information and Communication Technologies (ICTs)		
		061	Mining and extraction		
		0724	Therapy and rehabilitation		
		0915	Welfare		
		092	Sports		
1014	Travel, tourism and leisure				
1015					
D JENA01	P COIMBRA01 I PAVIA01 F POITIER01 E SALAMAN02 SF TURKU01 RO IASIO2	0111	Education science	20	20
		0215	Music and performing arts		
		0219	Arts		
		0221	Religion and theology		
		0222	History and archaeology		

		0223 0229 0231 0232 0288 0312 0313 0314 0321 0419 0421 0511 0512 0519 0521 0531 0532 0533 0549 0611 0619 0722 1014	Philosophy and ethics Humanities (except languages) Language acquisition Literature and linguistics Arts and humanities, inter-disciplinary Political sciences and civics Psychology Sociology and cultural studies Journalism and reporting Business and Administration Law Biology Biochemistry Biological and related sciences Environmental sciences Chemistry Earth sciences Physics Mathematics and statistics Computer use Information and Communication Technologies (ICTs), not elsewhere c Materials Sciences Sports		
I PAVIA01	P COIMBRA01 RO IASIO2 D JENA01 F POITIER01 E SALAMAN02 SF TURKU01	011 021 022 023 031 032 041 042 051 052 053 054 061 071 073 091	Education Arts Humanities Languages Social and behavioural sciences Journalism and information Business and Administration Law Biological and related sciences Environment Physical sciences Mathematics and statistics Information and communication Technologies (ICTs) Engineering and engineering trades Architecture and construction Health	20	20
F POITIER01	P COIMBRA01 RO IASIO2 D JENA01 I PAVIA01 E SALAMAN02 SF TURKU01	011 02 031 04 05 061 071 091 1014	Education Arts and humanities Social and behavioural sciences Business, administration and law Natural sciences, mathematics and statistics Information and Communication Technologies (ICTs) Engineering and engineering trades Health Sports	20	20
E	P COIMBRA01	011	Education	20	20

SALAMAN02	RO IASIO2 D JENA01 I PAVIA01 F POITIER01 SF TURKU01	0211	Audio-Visual techniques and media production		
			Humanities		
		022	Languages		
		023	Social and behavioural sciences		
		031	Journalism and information		
		032	Business and administration		
		041	Law		
		042	Biology		
		0511	Environmental sciences		
		0521	Earth sciences		
		0532	Physics		
		0533	Mathematics and statistics		
		054	Information and Communication Technologies		
		061	(ICTs)		
		071	Engineering and engineering trades		
0915	Therapy and rehabilitation				
092	Welfare				
1014	Sports				
1015	Travel, tourism and leisure				
1022	Occupational health and safety				
SF TURKU01	P COIMBRA01 RO IASIO2 D JENA01 I PAVIA01 F POITIER01 E SALAMAN02	011	Education	20	20
		022	Humanities		
		023	Languages		
		031	Social and behavioural sciences		
		04	Business, administration and law		
		042	Law		
		051	Biological and related sciences		
		053	Physical sciences		
		054	Mathematics and statistics		
		061	Information and Communication Technologies		
			(ICTs)		
		0721	Food processing		
		091	Health		
		092	Welfare		

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
[Erasmus code]				[Minimum recommended level: B1]	[Minimum recommended level: B2]
P COIMBRA 01		Portuguese	English (where available)	Portuguese: B1 (min) English: B2 (min)	English: B2 (min)
RO IASIO2		English		B1	English B2

¹For 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>

D JENA01		German	English (where available)	German: B2 (min) English: B2 (min)	German: B2 (min) English: B2 (min)
I PAVIA01		Italian	English	B1	B2
F POITIER01		French	English (where available)	B2 (French/English) C1 for Law and Medicine	B2 (French/English)
E SALAMAN02		Spanish		B1 No certificate required	B2 No certificate required
SF TURKU01		Finnish	English	B2	English 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 and information

P COIMBRA01: Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

The University of Coimbra offers counselling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo, Largo de D. Dinis, 3000-143 Coimbra

Tel: +351 239 857000, E-mail: nia@sas.uc.pt

http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee

Incoming teaching staff must be individually accepted by a member of staff of the host Faculty/Department.

Incoming non-teaching staff must be individually accepted by the department/service/unit concerned, based on the proposed working plan and the availability of the aimed host department/service/unit.

RO IASI02: -

D JENA01:

- Bachelor and Master students wishing to pursue a research project instead of or in addition to taking courses need to draw up a supervision agreement, see <https://www.uni-jena.de/en/guest+studies+application.html>.

PhD students need to contact the FSU Graduate Academy to arrange for a supervisor. The GA will administer their stay and possible enrolment, see <http://www.iga.uni-jena.de/en/welcomeservicedesk.html>

- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Jena University offers counselling for students with disabilities and chronic diseases. We provide information about accommodation opportunities (limited for wheelchair users), public transport, access to health care, accessibility of university buildings, accommodated study and exam conditions.
- Incoming teaching staff must be individually accepted by a member of staff of the host Faculty/Department.
- Incoming non-teaching staff must be individually accepted by the department/service/unit concerned, based on the proposed working plan and the availability of the aimed host department/service/unit.

I PAVIA01: Staff Mobility for Training and for Teaching: The University of Pavia welcomes applications from foreign Staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accept a staff training visitor.

Applications must be sent at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during Summer (i.e. July-August) in the Academic year.

Students with special needs: a specific office at the University of Pavia (SAISD) takes care of the facilities for students with special needs. It coordinates and monitors all the initiatives relating to the integration of students with disabilities in all aspects of university life, giving them the possibility to attend lessons and laboratory sessions, and to get access to libraries and other university facilities. Contact SAISD on disabili@unipv.it and visit <http://saisd.unipv.it/>

Student mobility for studies: <https://web.unipv.it/internazionale/international-students/exchange-students/erasmus/erasmus-eu-for-studies/>

F POITIER01:

- PhD students need to send a master certificate to the Student Exchange Office. Each doctoral school will determine the number of ECTS credits attributed to each PhD student according to the number of courses taken and the research undertaken.
- Incoming teaching staff must be individually accepted by a member of staff of the host Faculty/Department.
- Incoming non-teaching staff must be individually accepted by the department/service/unit concerned, based on the proposed working plan and the availability of the aimed host department/service/unit.
- The University of Poitiers offers counselling for students with disabilities and chronic diseases.

For more information contact :

Pôle d'accueil des étudiants en situation de handicap

Bât.A8

15 rue Theodore Lefebvre TSA 41132

86073 Poitiers Cedex 9

Tél : 05.49.36.64.64

e-mail : accueil.handicap@univ-poitiers.fr

E SALAMAN02:

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

Master students need to be accepted by the USAL Director of the Master they applied for, according to the number of free places of the Master. They need an acceptance letter of the USAL Director of the Master. Master students only could take courses in one Master.

PhD students need to be accepted by the USAL Director of the Doctorate they applied for, according to the number of free places of the Doctorate. They need an acceptance letter of the USAL Director of the Doctorate. Doctorate students only could take courses in one Doctorate. These students will not receive any ECTS credits from the USAL for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

Incoming teaching staff must be individually accepted by a member of staff of the host Faculty/Department.

Incoming non-teaching staff must be individually accepted by the department/service/unit concerned, based on the proposed working plan and the availability of the aimed host department/service/unit.

Support is offered to students and staff with special need or disability. See <http://sas.usal.es>

SF TURKU01: -

MA students who want mainly write Master Theses during their exchange, will need to take courses 50% of their exchange period in Turku.

PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

The University of Turku offers counselling for students with disabilities and chronic diseases: Accessibility Planning Officer, Paula Pietilä esteet@utu.fi

Incoming teaching staff must be individually accepted by a member of staff of the host Faculty/Department.

Incoming non-teaching staff must be individually accepted by the department/service/unit concerned, based on the proposed working plan and the availability of the aimed host department/service/unit.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P COIMBRA 01	Deadline to submit online applications: July, 15	Deadline to submit online applications: December, 15
	Course Catalogue: http://www.uc.pt/en/ects/catalogo Academic Calendar: http://www.uc.pt/en/ects/info_inst/calendario_academico/	
RO IASIO2	August, 1 st	December, 1 st
D JENA01:	Nominations until 30 June Online application until 15 July	Nominations until 15 December Online application until 15 January
	Further details: https://www.uni-jena.de/en/guest+studies+application.html Course Catalogue: https://www.uni-jena.de/en/gueststudies+courses.html and https://friedolin.uni-jena.de/qisserver/rds?state=user&type=0 Academic Calendar: https://www.uni-jena.de/en/Semestertermine.html	
I PAVIA01	Information on nominated students: 15/05 Applications: 31/05 Incoming.erasmus@unipv.it	Information on nominated students: 15/10 Applications: 31/10 Incoming.erasmus@unipv.it
F POITIER01	May 1st	November 1st
E SALAMAN02	July 15th	July 15th
	Courses Catalogue: http://www.usal.es/grados http://www.usal.es/masteres https://doctorado.usal.es/es/doctorados	Academic Calendar: http://www.usal.es/ven-a-la-usal#calendario-docente (to be checked with the corresponding International departmental Coordinator; the starting date may vary at some Faculties)
SF TURKU01	April 15th	October 15th

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

P COIMBRA01:

- Partner institutions should send nominations to Regina Freitas dri.intstudy@uc.pt
- Online applications at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

RO IASI02:

Partner institutions should send nominations by email to erasmus@uaic.ro

D JENA01:

- Partners should send nominations to: incoming@uni-jena.de
- Information: <https://www.uni-jena.de/en/guest+studies+application.html>

I PAVIA01 will send its decision within 4 weeks by email to incoming.erasmus@unipv.it

E SALAMAN02:

Partner institutions should send nominations by email to erasmus@usal.es

Student's application form: <http://rel-int.usal.es/es/module-variations/estudiantes-extranjeros/becas-erasmus-de-estudios>

SF TURKU01:

Nominations are made by partner in SoleMove System by the abovementioned dates. The application deadlines are April 30th and October 31st.

2. The receiving institution will send its decision within 6 weeks.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work have been submitted by the student.

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

1. Grading systems of the institutions

P COIMBRA01: http://www.uc.pt/en/ects/info_inst/sg-ma/

RO IASI02: UAIC uses ECTS for transfer and accumulation. The ECTS credit is a notional, averaged unit of 28 hours of student workload for passing a course (contact hours, any form of individual study). Each degree curriculum has 30 ECTS per semester; each course having 5 ECTS at Bachelor level or between 6-10 ECTS at Master level. Each department individually establishes the number of course credits based on its weight regarding the standard workload students need in order to achieve the expected learning results. Credits are awarded only if the student fulfils all the requirements necessary for passing.

Please visit the UAIC website for further details:

<http://www.uaic.ro/uaic/bin/view/Cooperation/ErasmusRecognitionprocedures>

GRADES: The Romanian grading scale runs from 1 to 10 and the marks have the following meanings: 1-4 fail, 5-6 sufficient, 7 satisfactory, 8 good, 9 very good, 10 excellent. Recommended ECTS grades: 1-4 = F, 5-6 = E, 7 = D, 8 = C, 9 = B, 10 = A.

P stands for Participation, i.e. the student has successfully and regularly attended the course.

D JENA01:

ECTS: FSU Jena uses ECTS for regular studies, transfer and accumulation. One ECTS credit equals 30 hrs workload. Each degree curriculum has 30 ECTS per semester. Students earn credits only for examined workload, not for mere participation, of full modules (5, 10 or 15 credits, depending on module structure).

Grades: The German grading scale runs from 1 (best) to 5 (fail).

Participation: regular attendance is compulsory and a requirement to get the right to sit exams.

IPAVIA01: <http://www.unipv.eu/site/en/home/study/course-catalogue/articolo9306.html>

F POITIER01:

ECTS credits: UP uses ECTS for transfer and accumulation. We credit the students with 30 ECTS per semester of study, each course/ teaching unit consisting of 6 ECTS at Bachelor and at Master level.

Grades: The French grading scale runs from 1 to 20

Participation to each class is compulsory and a requirement to get the right to sit exams.

E SALAMAN02:

University of Salamanca grading system:

In the Spanish University system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade correspond to a qualitative grade as follows: Suspenso (Fail): 0-4.9 – Aprobado (Pass): 5-6.9 – Notable (Good): 7-8.9 – Sobresaliente (Very Good): 9-10 – Matricula de Honor: A special mention for outstanding performance limited to a maximum of 2 % of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out to 10.

SF TURKU01: Credit and grading system: <https://www.utu.fi/en/study-at-utu/academic-matters>.

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA 01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ap/
RO IASI02	IASI County Immigration Service, str. Mihai Costăchescu nr. 6, Iași Tel.: +40 232 302315 / 302322 Fax. +40 232 302315	http://ori.mai.gov.ro/detalii/pagina/en/Residence-registration/63 http://ori.mai.gov.ro/contact/form/ro/iasi/25
	Erasmus office Alexandru Ioan Cuza University Erasmus@uaic.ro Tel. +40 232 201113	http://www.uaic.ro/uaic/bin/view/Cooperation/registrationpolice
D JENA01:	Friedrich Schiller University Jena International Office incoming@uni-jena.de Tel.: +49 3641 9401525	https://www.uni-jena.de/en/guest+studies+FAQ.html https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/02-lernen-und-arbeiten
I PAVIA01	International Relations office Erasmus Office Corso Strada Nuova 65, 27100 Pavia, Italy Tel: +390382984601 Students: incoming.erasmus@unipv.it For teaching staff: elena.fontana@unipv.it	For non-Eu students VISA: https://web.unipv.it/internazionale/international-students/exchange-students/erasmus/erasmus-eu-for-studies/useful-information-before-the-arrival For teaching staff VISA: https://web.unipv.it/internazionale/international-students/visiting-professors And also

		http://vistoperitalia.esteri.it/home/en
F POITIER01	Erasmus Office Université de Poitiers Hôtel Chaboureau 49 Place Charles de Gaulle Bat. E11, TSA 51133 86073 Poitiers Cedex 9 accueil.international@univ-poitiers.fr	See "Welcome Guide" at https://www.univ-poitiers.fr/souvir-a-linternational/venir-a-luniversite-de-poitiers/welcome-guide/?_sf_s=welcome+guide
E SALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://rel-int.usal.es/en/students/incoming-students/erasmus-student-mobility-for-studies
SF TURKU01	Residence Permit	https://www.utu.fi/en/study-at-utu/accepted-students/residence-permit

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.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA 01	dri.intstudy@uc.pt	http://www.uc.pt/en/ects/info_caracter_geral/
RO IASI02	Erasmus office Alexandru Ioan Cuza University Erasmus@uaic.ro Tel. +40 232 201113	http://www.uaic.ro/uaic/bin/view/Cooperation/Insurance
D JENA01:	Friedrich Schiller University Jena International Office incoming@uni-jena.de Tel.: +49 3641 9401525	https://www.uni-jena.de/en/guest+studies+FAQ.html
I PAVIA01	International Relations office Erasmus Office Corso Strada Nuova 65, 27100 Pavia, Italy Tel: +390382984601 Students: incoming.erasmus@unipv.it For teaching staff: elena.fontana@unipv.it	For students: https://web.unipv.it/internazionale/international-students/exchange-students/erasmus/erasmus-eu-for-studies/upon-the-arrival/health-insurance/ For staff: https://web.unipv.it/internazionale/international-students/visiting-professors/
F POITIER01	Erasmus Office Université de Poitiers Hôtel Chaboureau 49 Place Charles de Gaulle Bat. E11, TSA 51133 86073 Poitiers Cedex 9 accueil.international@univ-poitiers.fr	See "Welcome Guide" at https://www.univ-poitiers.fr/souvir-a-linternational/venir-a-luniversite-de-poitiers/welcome-guide/?_sf_s=welcome+guide
E SALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://rel-int.usal.es/en/students/incoming-students/erasmus-student-mobility-for-studies

SF TURKU01	Health Care and Insurance	https://www.utu.fi/en/study-at-utu/accepted-students/residence-permit
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4. Housing

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA 01	Núcleo de Alojamentos (Social Services of UC) Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	International and mobility students may book their own accommodation at the students' residences of the UC or private lodging offers included in the online accommodation platform of the University of Coimbra available at www.uc.pt/go/accommodation
RO IASI02	Erasmus office Alexandru Ioan Cuza University erasmus@uaic.ro Tel. +40 232 201113	http://www.uaic.ro/uaic/bin/view/Cooperation/accomodation (accommodation form to be downloaded from this link)
D JENA01:	Friedrich Schiller University Jena International Office incoming@uni-jena.de Tel.: +49 3641 9401525	https://www.uni-jena.de/en/guest+studies+FAQ.html applications must be made by students until 15 January/15 July: https://www.stw-thuringen.de/english/housing/index.html
I PAVIA01	International Relations office Erasmus Office Corso Strada Nuova 65, 27100 Pavia, Italy Tel: +390382984601 Students: incoming.erasmus@unipv.it For teaching staff: elena.fontana@unipv.it	For students: https://web.unipv.it/internazionale/international-students/exchange-students/erasmus/erasmus-eu-for-studies/upon-the-arrival/health-insurance/ For teaching staff: https://web.unipv.it/internazionale/international-students/visiting-professors/
F POITIER01	Erasmus Office Université de Poitiers Hôtel Chaboureau 49 Place Charles de Gaulle Bat. E11, TSA 51133 86073 Poitiers Cedex 9 accueil.international@univ-poitiers.fr	See "Welcome Guide" at https://www.univ-poitiers.fr/souvenir-a-linternational/venir-a-luniversite-de-poitiers/welcome-guide/?sf_s=welcome+guide
E SALAMAN02	University of Salamanca Residence Halls	http://www.usal.es/residen/
	University Guidance Office (Flats, rooms, houses...) e-mail: sou@usal.es	http://spio.usal.es/Alojamiento
SF TURKU01	International Office: incoming@utu.fi	https://www.utu.fi/en/study-at-utu/accepted-students/housing

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
P COIMBRA 01	João Nuno Calvão da Silva Vice-Rector	06.02.2020	
RO IASI02	Prof. Dr. Tudorel Toader Rector	07.02.2020	
D JENA01:	Prof. Dr. Walter Rosenthal President	07.02.2020	
I PAVIA01	Dott.ssa Silvia Massara Head of the International Office	07.02.2020	
F POITIER01	Prof. Dr. Christine Fernandez- Maloigne Vice-Rector for International Relations	06.02.2020	
E SALAMAN02	Ricardo Rivero Ortega Rector	07.02.2020	
SF TURKU01	Prof. Jukka Kola Rector	10.02.2020	

²Scanned signatures are accepted

