



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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 and Erasmus code of the institution (and department, where relevant)	Contact details (email, phone)	Website
UNIVERSIDADE NOVA DE LISBOA P LISBOA03	Institutional Coordinator: Prof. José Esteves Perelra International Relations Office Campus de Campolide / 1099-085 Lisboa, Portugal E-mail: erasmus@unl.pt Tel: +351 213 845 207 / Fax: +351 213 715 621	General: www.unl.pt
Faculdade de Ciências Sociais e Humanas	Academic Contact: Profª Isabel Oliveira Martins Deptº de Línguas, Culturas e Literaturas Modernas / Secção de Estudos Ingleses e Norte-Americanos Administrative Contact: Drª Teresa Alonso Coordinator of Recruitment and Exchange Students Office -GRIA- Av. de Berna, 26-C / 1069-061 Lisboa, Portugal E-mail: erasmus@fcsh.unl.pt Tel: +351 217 908 332 / Fax: +351 217 908 303	General: www.fcsh.unl.pt Course Catalogue: www.fcsh.unl.pt/ensino
UNIVERSIDAD DE JAÉN E JAEN01	Mª Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/academic_home.php

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.

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	Student Mobility for Traineeships
P LISBOA03	E JAEN01	023	Languages (foreign language teaching and translation)	All	2 x 5 (= 10 months)	
E JAEN01	P LISBOA03	023	Languages (foreign language teaching and translation)	All	2 x 9 (=18 months)	

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 LISBOA03	E JAEN01	023	Languages	1 x 5 days (min. 8h)	
E JAEN01	P LISBOA03	023	Languages	1 x 5 days (min. 8h)	

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 ¹ instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA03		Portuguese	English	PT-A2 / EN-B2	
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

The Course of Portuguese Language and Culture is offered all year at FCSH/UNL. Attendance is mandatory and at no cost for all incoming students of FCSH/UNL.

For more details on the language of instruction, see the course catalogue.

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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>

D. Additional requirements

P LISBOA03:

- Students have to attend at least one subject per semester, among the other courses (max. 36 ECTS credits per semester), in the Department of Modern Languages, Cultures and Literature / Section of English and North-American Studies.
- The stay' period of students can only be testified according to our academic calendar: 4 or 5 months for one semester and 9 months for full academic year.

E JAEN01:

E JAEN01: University of Jaén: Information for Disabled Students:

<http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term	Spring term
P LISBOA03	Nominations: May 31 st Applications: June 30 th	Nomination: October 31 st Applications: November 30 th
E JAEN01	30 June	30 November

Student nominations and application documents to FCSH/UNL must be sent to the following e-mail address: erasmus@fcsb.unl.pt.

2. The receiving Institution will send its decision within **2-3 weeks**.

E JAEN01: 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.

E JAEN01: 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. The present Inter-Institutional Agreement will remain valid for the period mentioned in the first page and comes into effect from the date of its signature.

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

P LISBOA03: ECTS grading scale at FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS/UNL

ECTS Grade	% of successful students normally achieving the grade	Definition	Local Grade
A	10	EXCELENT - outstanding performance with only minor errors	20 ≥ n ≥ 17
B	25	VERY GOOD - above the average standard but with some errors	16 ≥ n ≥ 15
C	30	GOOD - generally sound work with a number of notable errors	14 ≥ n ≥ 13
D	25	SATISFACTORY - fair but with significant shortcomings	12 ≥ n ≥ 11
E	10	SUFFICIENT - performance meets the minimum criteria	n = 10
F	-	FAIL - considerable further work is required	n ≤ 9

E JAEN01:

Grade in Spanish Academic Records	Definition	Numerical mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Top Qualification in Class or Subject
3	Sobresaliente	9-10	A	Highest 10%
2	Notable	7.8-9	B	Next 20%
1	Aprobado	5.6-9	C-D	Next 65%
	Suspenso	0-4.9	FX-F	Not Pass

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 [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	erasmus@fcsh.unl.pt +351 217 908 332	http://www.fcsh.unl.pt/aluno-internacional/erasmus-student
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=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 [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	erasmus@fcsb.unl.pt +351 217 908 332	http://www.fcsb.unl.pt/aluno-internacional/erasmus-student
E JAEN01	David Peñafuente; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en



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
P LISBOA03	erasmus@fcsb.unl.pt +351 217 908 332	http://www.fcsb.unl.pt/aluno-internacional/erasmus-student
E JAEN01	David Peñafuente; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
P LISBOA03	Prof. José Esteves Perelra, Institutional Coordinator	07 MAR. 2014	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	27.2.14	

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Scanned signatures are accepted