



Erasmus+ Programme

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

Inter-institutional agreement 2018/2019 - 2019/2020

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)
Universidade do Porto Faculdade de Letras	P PORT002	Institutional Coordinator: Mrs. Bárbara Costa Director of International Office international@relt.up.pt (+351) 220408034	www.up.pt
		Faculty Coordinator: Prof. Isabel Duarte Faculdade de Letras sri@letras.up.pt	www.letras.up.pt
		Administrative Contact: Ms. Carla Augusto International Office - Faculdade de Letras Via Panorâmica, s/n 4150-564 Porto; Portugal Tel.: +351.226077140 caugusto@letras.up.pt	www.letras.up.pt/gapro
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization; Phone +34 953 212194 E-mail: secrel@ujaen.es Juan Ráez; Director of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es Ailna Ocaña Jódar; Head of the International Relations Office; E-mail: secrel@ujaen.es	http://www.ujaen.es/serv/vicint/home/academic_home http://estudios.ujaen.es/listadogradados

B. Mobility numbers¹ 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	TO	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*
P PORTO02	E JAEN01	023	Languages	1 st cycle	10 (2 students x 5 months)	-
E JAEN01	P PORTO02	023	Languages	1 st cycle	10 (2 students x 5 months)	-

* Student Mobility for Traineeships will be arranged on a case-by-case basis.

STAFF:

FROM	TO	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*
P PORTO02	E JAEN01	023	Languages	5 (1 person * 5 days)	5 (1 person * 5 days)
E JAEN01	P PORTO02	023	Languages	5 (1 person * 5 days)	5 (1 person * 5 days)

* Staff Mobility for Training will be arranged on a case-by-case basis, according to the availability of the involved departments.

[*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.]

¹ 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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: 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
P PORTO02	-	Portuguese		Portuguese B2; English B2; French B2; Spanish B2	Portuguese B2; English B2; French B2; Spanish 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

[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.]

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

P PORTO02: The University of Porto welcomes students with disabilities. Further information on support for students with disabilities and special needs:

http://sigarra.up.pt/flup/pt/unl_geral.unidade_view?pv_unidade=57

Application procedures for Incoming Exchange Students to the Faculty of Arts and Humanities:

<http://www.lettras.up.pt/gapro/default.aspx?i=1&m=178&s=0&n=0>

Language requirements and certification:

<http://www.lettras.up.pt/gapro/default.aspx?i=1&m=178&s=0&n=0#Language%20of%20Instruction>

University of Porto's International page:

https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=Internacional

² 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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
E JAEN01	30 June	30 November
P PORTO02	Submission of Applications: 15 th May	Submission of Applications: 15 th October

2. E JAEN01: The receiving institution will send its decision within 2 weeks
 P PORTO02: The receiving institution will send its decision within 6 weeks
3. 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.
 P PORTO02: A Transcript of Records will be issued by the receiving institution no later than five 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

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

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%
	Suspense	0-4.9	FX-F	Not Pass

P PORTO02

The University of Porto uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to devote to the course (in the form of lectures, homework, reading, essays, consultations, seminars, etc.). 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. At the University of Porto, one credit corresponds to 27 hours of student total work.

1 full academic year = 60 credits; 1 semester = 30 credits
 Local Grades awarded on a scale of 0-20 (pass mark 10)

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient
0 to 9	Fail

ECTS Grades: The ECTS grading scale is based on the percentile (similar but not identical to the class rank) of a student in a given assessment, that is how was his/her performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Therefore, ECTS grade does not have a direct fixed correspondence to the local grade.

ECTS Grade Nota ECTS	% of students who have achieved this grade
A	10
B	25
C	30
D	25
E	10
FX	-

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
E JAEN01	Aiina Ocaña Jódar; Head of the International Relations Office; E-mail: secret@uiaen.es	http://www.uiaen.es/serv/vicin/t/home/index
P PORTO02	Mobility Unit Tel: +351.220408056 international@reit.up.pt	http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271

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
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: secrel@ujaen.es	http://www.ujaen.es/serv/vicint/home/seguro_sanitario
P PORTO02	Mobility Unit Tel: +351.220408056 international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122275



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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: secrel@ujaen.es	http://www.ujaen.es/serv/vicint/home/upload_buddy_ext.f http://www.ujaen.es/serv/vicint/home/alojamiento
P PORTO02	Mobility Unit Tel: +351.220408056 international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122274

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E JAEN01	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	26/3/15	
P PORTO02	Prof. Isabel Duarte Erasmus+ Faculty Coordinator	06/09/2018	



³ Scanned signatures are accepted