



Erasmus+ Programme

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

Inter-institutional agreement 2015-2021 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)
POLYTECHNIC INSTITUTE OF PORTALEGRE	P PORTALE01	Institutional Coordinator: Cooperation and External Relations Prof. Carlos Afonso, PhD carlos.afonso@ipportalegre.pt + 351 245 301 500 Departmental Coordinators: <u>School of Technology and Business Studies</u> Mónica Martins mvmartins@estqp.pt Maria José Varadinov	www.ipportalegre.pt http://www.ipportalegre.pt/html1/about%20us.aspx

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 Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/academics_home.php
[...]			

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 [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 *
E JAEN01	P PORTALE01	0710	ENGINEERIN G AND ENGINEERIN G TRADES	1 st	25 (5*5)	
P PORTALE01	E JAEN01	0710	ENGINEERIN G AND ENGINEERIN G TRADES	1 st	25 (5*5)	

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>)

[*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
E JAEN01	P PORTALE01	0710	ENGINEERING AND ENGINEERING TRADES	1 person * 5 days	
P PORTALE01	E JAEN01	0710	ENGINEERING AND ENGINEERING TRADES	1 person * 5 days	

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	Language of	Language of	Recommended language of instruction level ²
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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>

[Erasmus code]	area	instruc- tion 1	instruc- tion 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 PORTALE01		Portuguese	English Spanish	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

[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 PORTALE01:

For student mobility

Students from foreign partner institutions should contact the Departmental Coordinators or the Institutional Coordinator. Students have to post the application form, accompanied by a transcript of records (filled in by their home university) and Learning Agreement. Learning Agreement may be modified after arrival and discussion with faculty coordinator. The final version must be delivered not later than 5 weeks after arrival.

For teaching staff mobility

The *Teaching programme* or *Working programme* form duly filled in and signed by home university should be sent to the Departmental Coordinators or the Institutional Coordinator. Incoming teaching staff must be individually accepted by the School concerned, on the basis of the working plan and its adequacy to the teaching programme of the School concerned.

For non-teaching staff mobility

Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, on the basis of the working plan and the availability of the department, service or unit concerned.

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 PORTALE01	May previous academic year	November same academic year

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

2. E JAEN01: The receiving institution will send its decision within 2 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. *[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 PORTALE01

The grading scale ranges from 0 to 20, being 10 the minimum grade to be awarded a pass. Grade intervals: 11-12, Satisfactory; 13-14, Good; 15-17, Very Good; 18-20, Excellent. Each numeric grade awarded to a given curriculum unit is accompanied by a letter according to the European Scale of Comparability of Classifications (ESCC) based on the ECTS grading system. The letter awarded takes into account the grade average on that curriculum unit in the past 3 academic years covering at least 30 students and the percentage of successful students normally achieving that grade and can be one of the following: A (Excellent – outstanding performance with only minor errors); B (Very Good – above the average standard but with some errors); C (Good – generally sound work with a number of notable errors); D (Satisfactory – fair but with significant shortcomings); E (Sufficient – performance meets the minimum criteria); F (Fail – performance is below the minimum requirements).

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	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
P PORTALE01	(please refer to contacts provided in Table A, above)	(please refer to websites provided in Table A, above)

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:	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en

	alocana@ujaen.es	
P PORTALE01	(please refer to contacts provided in Table A, above)	(please refer to websites provided in Table A, above)



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: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
P PORTALE01	josepolainas@ipportalegre.pt	http://www.ipportalegre.pt/html/about%20us.aspx http://www.ipportalegre.pt/sas/

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	12/11/15	
P PORTALE01	Prof. Paulo Brito Director of Technology and Management School	11/11/15	

³ Scanned signatures are accepted