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# Erasmus + Programme

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

## **Inter-institutional agreement 2014-2018** **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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website</b> (eg. of the course catalogue)
<b>INSTITUTO POLITECNICO DO PORTO</b>	P PORTO 05	<b>Prof. Rosário Gambôa,</b> <b>President</b> <b>Presidency Services</b> Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL  <b>Carla Carneiro</b> <b>Head of International Relations Office</b> <b>Presidency Services</b> Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Tel.: +351 225 571 000/74 Fax: +351 225 020 772 Email: <a href="mailto:gcri@sc.ipp.pt">gcri@sc.ipp.pt</a>	<a href="https://www.ipp.pt/gulaects/guia_ects.aspx">https://www.ipp.pt/gulaects/guia_ects.aspx</a>
<b>Instituto Superior de Contabilidade e Administração do Porto (ISCAP)</b> <b>School of Accounting and Administration of Porto</b>		<b>Head of International Relations Office</b> Mrs. Alexandra Albuquerque Email: <a href="mailto:gri.iscap.coord@eu.ipp.pt">gri.iscap.coord@eu.ipp.pt</a> <b>INCOMING Mobility:</b> Mrs. Ana Monteiro Email: <a href="mailto:gri3@iscap.ipp.pt">gri3@iscap.ipp.pt</a> <b>OUTGOING Mobility:</b> Mrs. Carla Carneiro Email: <a href="mailto:gri@iscap.ipp.pt">gri@iscap.ipp.pt</a> <b>T.:</b> +351 22 905 00 50 <b>F.:</b> +351 22 902 58 99	<b>Website:</b> <a href="http://iscap.ipp.pt">http://iscap.ipp.pt</a>  <b>Exchange Program:</b> <a href="http://iscap.ipp.pt/gri/drupal/?q=courses">http://iscap.ipp.pt/gri/drupal/?q=courses</a>  <b>Course Catalog (PT):</b> <a href="http://www.iscap.ipp.pt/site/php/cursos.php?curs=4">http://www.iscap.ipp.pt/site/php/cursos.php?curs=4</a>

UNIVERSIDAD DE JAÉN	E JAEN01	<p>M<sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: <a href="mailto:secret@ujaen.es">secret@ujaen.es</a></p> <p>Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: <a href="mailto:sbruque@ujaen.es">sbruque@ujaen.es</a></p> <p>David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a></p>	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</a>
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## B. Mobility numbers<sup>1</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies  Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration*]	
P PORTO 05	E JAEN01	041	Business Administration	1 <sup>st</sup> and 2 <sup>nd</sup>	20 (4 students x 5 months OR 2 students X 10months)	4 months (2 students X 2 months OR 1 student x up to 4 months)
E JAEN01	P PORTO 05	041 023 1015	Business Administration Languages Travel, Tourism and Leisure	1 <sup>st</sup> and 2 <sup>nd</sup>	20 (4 students x 5 months OR 2 students X 10months)	4 months (2 students X 2 months OR 1 student x up to 4 months)

<sup>1</sup> 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>)

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 *]	
P PORTO 05	E JAEN01	041	Business Administration	2 X 5 days	2 X 5 days
E JAEN01	P PORTO 05	041	Business Administration	2 X 5 days	2 X 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 [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]
P PORTO 05	All Regular Programs	Portuguese	English (only for STA)	B1	B1
	Exchange Program <sup>2</sup>	-----	English	B2	B1
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

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

### D. Additional requirements

#### P PORTO05:

- Application Procedures: <http://iscap.ipp.pt/gri/drupal/?q=node/164#overlay-context=mobility%3Fq%3Dmobility>
- Application documents received after application deadlines will not be accepted.
- Students who wish to apply beyond the contracted numbers, can apply as fee-paying exchange students.
- Exchange studies for PhD students are organized according to individual plans.

<sup>2</sup> Please check it here: <http://iscap.ipp.pt/gri/drupal/?q=courses>.

- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

**E JAEN01:**

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 [month]	Spring term [month]
P PORTO 05	1st June	1st November
E JAEN01	30 June	30 November

2. The receiving Institution will send its decision within **4 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

This agreement will take effect in the **2014** academic year being valid for a period of **4 years**, and will be tacitly renewed for further identical periods.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – If the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

- II. Termination of the agreement will not be penalised.

"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

Grading system used at the Instituto Politécnico do Porto, Portugal:

#### 1 - Local Grades

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

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

#### 2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

#### ECTS credits:

one full academic year	one semester	one trimester
60 ECTS credits	30 ECTS credits	-----

#### 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%

	Suspensó	0-4.9	FX-F	Not Pass
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## 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 PORTO 05		<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</a> Further assistance: <a href="mailto:gri3@iscap.ipp.pt">gri3@iscap.ipp.pt</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

## 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 PORTO 05	European Commission (Employment, Social Affairs & Inclusion)	<a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> Further assistance: <a href="mailto:gri3@iscap.ipp.pt">gri3@iscap.ipp.pt</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

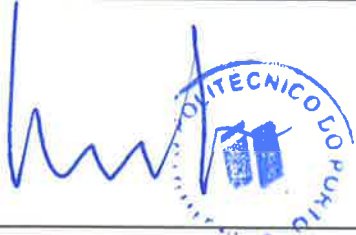

#### 4. Housing

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 PORTO 05	COMAP – Committee for International Students Email: <a href="mailto:comap@comap-portugal.com">comap@comap-portugal.com</a>	<a href="http://www.comap-portugal.com/accommodation/">http://www.comap-portugal.com/accommodation/</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
P PORTO 05	Prof. Rosário Gambôa, President		
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization	19/02/2014	

<sup>3</sup> Scanned signatures are accepted