



**Erasmus+ Programme  
Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility  
Inter-institutional agreement 2014-20[21]<sup>1</sup>  
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**

<b>Name of the institution</b> <small>(and department, where relevant)</small>	<b>Erasmus code</b>	<b>Contact details<sup>2</sup></b> <small>(email, phone)</small>	<b>Website</b> <small>(eg. of the course catalogue)</small>
<b>Instituto Politecnico do Porto (ESTGF)</b>  <b>School of Management and Technology of Felgueiras</b>	<b>P PORTO05</b>	<b>Prof. Rosário Gambôa, President Presidency Services</b> Rua Dr Roberto Frias, 712, 4200-465 Porto, PORTUGAL  <b>Carla Carneiro</b> <b>Head of International Relations Office 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> <hr/> <b>Nelson Duarte</b> <b>Head of International Relations Casa do Curral, Rua do Curral, Margaride, 4610-156, Felgueiras, Portugal</b> <b>Phone: + 351 255 314 002</b> <b>Fax.: + 351 255 314 120</b> <b>Email: <a href="mailto:gri@estgf.ipp.pt">gri@estgf.ipp.pt</a></b>	<a href="https://www.ipp.pt/guiaects/guia_ects.aspx">https://www.ipp.pt/guiaects/guia_ects.aspx</a>  <hr/> <a href="http://www.estgf.ipp.pt/internationaloffice">www.estgf.ipp.pt/internationaloffice</a>
<b>UNIVERSIDAD DE JAÉN</b>	<b>E JAEN01</b>	<b>M<sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ;</b> Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34	<a href="http://www.ujaen.es/serv/vicint/home/academic_home.php">http://www.ujaen.es/serv/vicint/home/academic_home.php</a>

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		953 212620 E-mail: <a href="mailto:sbruque@ujaen.es">sbruque@ujaen.es</a>	
		David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	

## B. Mobility numbers<sup>3</sup> 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 November** 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E JAEN01	P PORTO05	041	Business and Administration	1 <sup>st</sup> /2 <sup>nd</sup>	2-10	
P PORTO05	E JAEN01	041	Business and Administration	1 <sup>st</sup> /2 <sup>nd</sup>	2-10	
E JAEN01	P PORTO05	042	Law	1 <sup>st</sup> /2 <sup>nd</sup>	2-10	
P PORTO05	E JAEN01	042	Law	1 <sup>st</sup> /2 <sup>nd</sup>	2-10	
E JAEN01	P PORTO05	061	Computing	1 <sup>st</sup> /2 <sup>nd</sup>	2-10	
P PORTO05	E JAEN01	061	Computing	1 <sup>st</sup> /2 <sup>nd</sup>	2-10	

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 [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
E JAEN01	P PORTO05	041	Business and Administration	1/5	
P PORTO05	E JAEN01	041	Business and Administration	1/5	
E JAEN01	P PORTO05	042	Law		
P PORTO05	E JAEN01	042	Law		

<sup>3</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>)

	P PORTO05	061	Computing		
P PORTO05		061	Computing		

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO05	Portuguese	English (under tutorial guidance)	B1 PORTUGUESE or ENGLISH	B2 PORTUGUESE or ENGLISH
E JAEN01	Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

### D. Additional requirements

### 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 PORTO05	JUNE, 1st	NOVEMBER, 15th
E JAEN01	30 June	30 November

2. **P PORTO05** will send its decision within 4 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

<sup>4</sup> 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 JAENO1:** 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 **3** 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.

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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 PORTO05**

**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.

**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
<b>60 ECTS credits</b>	<b>30 ECTS credits</b>	<b>20 ECTS credits</b>

## **E JAEN01**

<b>Grade in Spanish Academic Records</b>	<b>Definition</b>	<b>Numerical mark</b>	<b>Estimated ECTS Grade</b>	<b>Definition</b>
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

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P PORTO05	<a href="mailto:incoming@estgf.ipp.pt">incoming@estgf.ipp.pt</a> Phone.: + 351 255 314 002	<a href="http://www.sef.pt/portal/V10/EN.aspx/page.aspx">http://www.sef.pt/portal/V10/EN.aspx/page.aspx</a> Further assistance: <a href="mailto:gcri@sc.ipp.pt">gcri@sc.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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P PORTO05	<a href="#">European Commission (Employment, Social Affairs &amp; Inclusion)</a>	<a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> Further assistance: ESTGF International Office - <a href="mailto:incoming@estgf.ipp.pt">incoming@estgf.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>

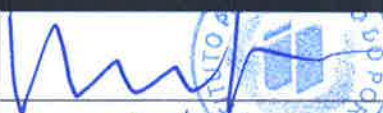

#### 4. Housing

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 PORTO05	incoming@estgf.ipp.pt	www.estgf.ipp.pt/internationaloffice
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	<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>5</sup>
P PORTO05	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	24-05-14	

<sup>5</sup> Scanned signatures are accepted