



A

Erasmus+ Programme

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2021
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) |
|---|--------------|---|---|
| UNIVERSIDADE FERNANDO PESSOA | P PORTO26 | Nadine Rombert Trigo GRI/International Relations Office - Praça 9 de Abril, 349 4249-004 Porto Portugal Phone: +351 225 071 375 Fax: +351 225 508 269 Email: international @ufp.edu.pt | http://ri.ufp.pt/en/incoming-students/ |
| UNIVERSIDAD DE JAÉN | E JAEN01 | M ^a 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/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 [total number of months of the study periods or average duration *] | Student Mobility for Traineeships * |
| E JAEN01 | P PORTO26 | 0410 | BUSINESS AND ADMINISTRATION | 1 st and 2 nd | 2*9 (=18 months) | |
| P PORTO26 | E JAEN01 | 0410 | BUSINESS AND ADMINISTRATION | 1 st and 2 nd | 2*9 (=18 months) | |

[*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 [total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
| E JAEN01 | P PORTO26 | 0410 | BUSINESS AND ADMINISTRATION | 1 week | |
| P PORTO26 | E JAEN01 | 0410 | BUSINESS AND ADMINISTRATION | 1 week | |

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 PORTO26 | | Portuguese | English | B1/B2 | 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: University of Jaén: information for Disabled Students:

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

P PORTO26: <http://ri.ufp.pt/en/incoming-students/candidatura-intercambio/>

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 PORTO26 | June 20 | November 20 |

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

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>

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]*

P PORTO26:

1. Applications should be sent to the international office (on-line)
2. will send its decision within 4 weeks after the application period has ended
3. A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished

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% |
| | Suspenso | 0-4.9 | FX-F | Not Pass |

P PORTO26 <http://ri.ufp.pt/en/incoming-students/regras-frequencia-avaliacao/>

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 | 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 |
| P PORTO26 | gri@ufp.edu.pt | http://ri.ufp.pt/en/incoming-students/Official (PT Government) http://www.secomunidades.pt/vistos/index.php?lang=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 |
|-------------------------------|---|---|
| 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 |
| P PORTO26 | gri@ufp.edu.pt | http://ri.ufp.pt/en/incoming-students/ |



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 | 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 |
| P PORTO26 | vice-reitoria@ufp.edu.pt | http://ri.ufp.pt/en/incoming-students/alojamento/ |

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 June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization | 12/05/14 |  |
| P PORTO26 | Nadine Rombert Trigo, PhD Director International Relations Office | 2014.05.07 |  |

³ Scanned signatures are accepted