



# Erasmus+ Programme

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

### Inter-institutional agreement 2016-2021 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 LUSÓFONA DO PORTO	P PORTO57	<b>Institutional Coordinator:</b> Dra. Teresa do Rosário Damásio  Director of the International, Career & Entrepreneurship Office  Rua Augusto Rosa, 24, 4000-098 Porto, Portugal  Tel: +351 22 2073230; Fax: +351 22 2001528  E-mail: <a href="mailto:trdamasio@ulp.pt">trdamasio@ulp.pt</a>  <b>International Officer:</b> Janet Dias E-mail: <a href="mailto:janet.dias@ulp.pt">janet.dias@ulp.pt</a>	<a href="http://www.ulp.pt/ects-guide">http://www.ulp.pt/ects-guide</a>
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization; Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/academics_home">http://www.ujaen.es/serv/vicint/home/academics_home</a>

		Juan Ráez Padilla; Director of International Mobility; Phone +34 953 212620 E-mail: <a href="mailto:jraez@ujaen.es">jraez@ujaen.es</a>  Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://estudios.ujaen.es/listadogradados">http://estudios.ujaen.es/listadogradados</a>
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## B. Mobility numbers<sup>1</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 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  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E JAEN01	P PORTO57	0421	Law	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 10 months each or 4 students x 5 months each	
		0313	Psychology	1 <sup>st</sup> , 2 <sup>nd</sup>		
		0417	Work skills	1 <sup>st</sup>		
P PORTO57	E JAEN01	0421	Law	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 10 months each or 4 students x 5 months each	
		0313	Psychology	1 <sup>st</sup> , 2 <sup>nd</sup>		
		0417	Work skills	1 <sup>st</sup>		

[\*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	TO [Erasmus	Subject area	Subject area name	Number of staff mobility periods
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<sup>1</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*):

<http://www.us.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E JAEN01	P PORTO57	0421	Law	2 x 8 teaching hours	
		0313	Psychology		
		0417	Work skills		
P PORTO57	E JAEN01	0421	Law	2 x 8 teaching hours	
		0313	Psychology		
		0417	Work skills		

### 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 <sup>2</sup>	
				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 PORTO57		Portuguese	English	English B2	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>2</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>

## 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 PORTO57:

-Nomination, application documents and registration received after application deadlines will not be accepted;

-Procedures for Application:

-Official nomination by the host University;

-The students must be registered in: <http://apps.grupolusofona.pt/pls/apex/f?p=110:26>

-We need to receive by email [janet.dias@ulp.pt](mailto:janet.dias@ulp.pt) and by post:

Learning Agreement, Medical Report, Copy of your Identity Card or Passport and European Health Card.

-Please Pay Attention to these Instructions:

The Learning Agreement must be signed and stamped by your University.

The Medical Report must be filled and stamped by the doctor.

The address to send the original documents:

Universidade Lusófona do Porto

Rua Augusto Rosa, nº 24, 4000-098 Porto - Portugal

## 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 PORTO57	May 31 <sup>st</sup>	October 31 <sup>st</sup>

*[\* 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.

**P PORTO57:**

2. The receiving institution will send its decision within [x] weeks. **(According with the Course Directors confirmation.)**

3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]* **(According with the Course Directors confirmation.)**

4. Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

- End of the stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

**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
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## **P PORTO57**

The university grading system in Portugal varies between 0 and 20 where the minimum grade to pass is 10 (Decree-Law 42/2005, of 22 February, 2005).

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient
10/0	Fail

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

### **ECTS credits:**

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

## **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	<a href="http://www.ujaen.es/serv/vicint/home/index">http://www.ujaen.es/serv/vicint/home/index</a>
P PORTO57	elisabete.lourenco@ulp.pt +351 21 751 55 65	

## **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: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a> <a href="mailto:elisabete.lourenco@ulp.pt">elisabete.lourenco@ulp.pt</a>	<a href="http://www.ujaen.es/serv/vicint/home/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</a>
P PORTO57	+351 21 751 55 65	


#### 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: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f">http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f</a>  <a href="http://www.ujaen.es/serv/vicint/home/alojamiento">http://www.ujaen.es/serv/vicint/home/alojamiento</a>
P PORTO57	<a href="mailto:janet.dias@ulp.pl">janet.dias@ulp.pl</a> +351 22 207 33 30	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara,	22/06/2017	



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

	Vice-President for Internationalization		
P PORT057	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office	19.12.2016	