

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<i>Instituto Politécnico de Viana do Castelo</i> <i>Polytechnic Institute of Viana do Castelo</i>	P VIANA-DoI	<i>Head of International Relations: Florbela Correia</i>  <i>International Office:</i> <i>Sónia Simas</i> <i>Elsa Coelho</i>  <i><a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a></i> <i>Tel. +351 258 809 610</i> <i>Fax: +351 258 829 065</i>	<i>International Office:</i> <i><a href="http://internacional.ipvc.pt/en/node/278">http://internacional.ipvc.pt/en/node/278</a></i>  <i>Erasmus Coordinators:</i> <i><a href="http://internacional.ipvc.pt/en/node/399">http://internacional.ipvc.pt/en/node/399</a></i>  <i>Courses:</i> <i><a href="http://internacional.ipvc.pt/en/cursos">http://internacional.ipvc.pt/en/cursos</a></i>  <i>Erasmus Registration Form:</i> <i><a href="http://internacional.ipvc.pt/en/enesf">http://internacional.ipvc.pt/en/enesf</a></i>
<i>Universidad de Jaén</i> <i>Universidad de Jaén - Facultad de</i>	E JAEN01	<i>M<sup>a</sup> Victoria López Ramón,</i> <i>Vice-Chancellor of Internationalization ;</i> <i>Phone +34 953 212194</i> <i>E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a></i>	<i><a href="http://www.ujaen.es/serv/vicintl/home/academics_home.php">http://www.ujaen.es/serv/vicintl/home/academics_home.php</a></i>

<sup>1</sup>Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup>Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<i>Humanidades y Ciencias de la Educación</i>		Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 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>4</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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
<i>P VIANA- Do1</i>	<i>E JAEN01</i>	<i>011</i>	<i>Education</i>	<i>1<sup>st</sup></i>	<i>20</i>	<i>Only by individual agreement</i>
<i>E JAEN01</i>	<i>P VIANA- Do1</i>	<i>011</i>	<i>Education</i>	<i>1<sup>st</sup></i>	<i>20</i>	<i>Only by individual agreement</i>

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 *]	
<i>P VIANA- Do1</i>	<i>E JAEN01</i>	<i>TBD</i>	<i>TBD</i>	<i>Min. 8hrs of Teaching</i>	<i>Min. 2 days</i>

<sup>4</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>)

E JAEN01	P VIANA-Doi	TBD	TBD	Min. 8hrs of Teaching	Min. 2 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P VIANA-Doi		Portuguese	English	B1 in English recommended	B2 in English recommended
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

#### P VIANA-Doi

Each student interested in mobilizing should proceed to registration online at the International IPVC site in specific period for call for applications and fill the form on-line 'Erasmus Student Form'. In this registration form is mandatory to enclose filled and scanned documents (ID Card, students Application form, Learning agreement and accommodation form). The only document that must be sent the original signed to us by post is the 'Learning Agreement'

### 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 VIANA-Doi	Registration on-line: deadline 31st May  Starting Classes: Mid-	Registration on-line: deadline 31st October.  Starting Classes: Mid-February

<sup>5</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>

	September to Mid-February	to Mid-June
E JAEN01	30 June	30 November

2. P VIANA-D01 will send its decision within **6** weeks.

E JAEN01: The receiving institution will send its decision within 2 weeks

3. A Transcript of Records will be issued by P VIANA-D01 no later than **4** weeks after the assessment period has finished at the receiving HEI.

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

*[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 VIANA-D01 grading system*

*A - 18-20 Excellent*

*B - 16-17 - Very Good*

*C - 14-15 - Good*

*D - 10-13 - Satisfactory*

*E - 0-9 Fail*

#### *T JAEN01*

<i>Grade in Spanish Academic Records</i>	<i>Definition</i>	<i>Numerical mark</i>	<i>Estimated ECTS Grade</i>	<i>Definition</i>
4	<i>Matricula de Honor</i>	10	A+	<i>Top Qualification in Class or Subject</i>
3	<i>Sobresaliente</i>	9-10	A	<i>Highest 10%</i>
2	<i>Notable</i>	7.8-9	B	<i>Next 20%</i>
1	<i>Aprobado</i>	5.6-9	C-D	<i>Next 65%</i>
	<i>Suspense</i>	0-4.9	FX-F	<i>Not Pass</i>

### 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 VIANA-DO1	<p><i>International Office:</i> Sónia Simas and Elsa Coelho <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> Tel. +351 258 809 610</p> <p><i>Portuguese Immigration Service (Serviço de Estrangeiros e Fronteiras, SEF):</i> Address: Rua José Espregueira, 145, 4900-459 VIANA DO CASTELO, Portugal Email: <a href="mailto:del.vcastelo@sef.pt">del.vcastelo@sef.pt</a> Telephone: +351 258 824 375</p>	<p><a href="http://internacional.ipvc.pt/en/node/157">http://internacional.ipvc.pt/en/node/157</a></p> <p><a href="http://www.sef.pt/porta/VIo/EN.aspx/page.aspx">http://www.sef.pt/porta/VIo/EN.aspx/page.aspx</a></p>
E JAEN01	<p>David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a></p>	<p><a href="http://www.ujaen.es/serv/vicin/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicin/home/portada.php?idioma=en</a></p>

### 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 VIANA-DO1	<p><i>International Office:</i> Sónia Simas and Elsa Coelho <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> Tel. +351 258 809 610</p>	<p><a href="http://internacional.ipvc.pt/en/node/283">http://internacional.ipvc.pt/en/node/283</a></p>
E JAEN01	<p>David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a></p>	<p><a href="http://www.ujaen.es/serv/vicin/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicin/home/portada.php?idioma=en</a></p>



### 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 VIANA-Do1	International Office: Sónia Simas and Elsa Coelho <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> Tel. +351 258 809 610	<a href="http://internacional.ipvc.pt/en/node/382">http://internacional.ipvc.pt/en/node/382</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>6</sup>
P VIANA-Do1	Rui Alberto Martins Teixeira - IPVC President	28-Jan-14	
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	31/01/2014	

<sup>6</sup>Scanned signatures are accepted