



# 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 [Minimum requirements]<sup>3</sup>

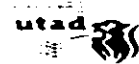
Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)	
Universidade de Trás-os-Montes e Alto Douro International Relations and Mobility Office GRIM	P VILA-RE01	Institutional Coordinator (name, address, phon, fax, e-mail)	<a href="http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/foreign_students/Paginas/foreign_students.aspx">http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/foreign_students/Paginas/foreign_students.aspx</a>	
		Academic Contact (name, address, phone, fax, e-mail)	João Rebelo ( <a href="mailto:jrebelo@utad.pt">jrebelo@utad.pt</a> ) Patricia Antonio ( <a href="mailto:pantonio@utad.pt">pantonio@utad.pt</a> )	
		Administrative Contact (name, address, phone, fax, e-mail)	Lúcia Fernandes UTAD – Quinta de Prados; 5001-801 Vila Real, Portugal Phone: +351 259 350 439 Fax: +351 259 350 629 Email: <a href="mailto:grim.coord@utad.pt">grim.coord@utad.pt</a>	
UNIVERSIDAD DE JAÉN	E JAEN01	M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Sebastian	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</a> p	UNIVERSIDAD DE JAÉN

<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> Causes may be added to this template agreement to better reflect the nature of the institutional partnership

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.



		Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujae n.es  David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@uja en.es		
--	--	---	--	--

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

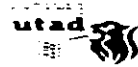
#### B. Mobility numbers<sup>5</sup> per academic year

*[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]	Subj ect area code * [ISCE D]	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 Tranceeships *
P VILA-RE01	E JAEN01	345	Management and Administration	1/2	2/18	2/18
E JAEN01	P VILA-RE01	345	Management and	1/2	2/18	2/18

<sup>5</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>



			Administration			
--	--	--	----------------	--	--	--

[\*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
P VILA-RE01	E JAEN01	345	Management and Administration	1/8	1/8
E JAEN01	P VILA-RE01	345	Management and Administration	1/8	1/8

### 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level B1]	Staff Mobility for Teaching [Minimum recommended level B2]
P VILA-RE01		Portuguese		B1	B1
F JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

<sup>6</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>



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]

**Additional requirements at Universidade de Trás-os-Montes e Alto Douro:**

Students should check out the university's website in order to know what they should do before, during and after their mobility:

[http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/foreign\\_students/Paginas/foreign-students.aspx](http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/foreign_students/Paginas/foreign-students.aspx)

**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 VILA-RE01	30 <sup>th</sup> June (nomination until April 30)	30 <sup>th</sup> November (nomination until April 30)
F JAEN01	30 June	30 November

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

2. The receiving institution will send its decision within [x] weeks.
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]
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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

#### **GradingSystemat Universidade de Trás-os-Montes e Alto Douro:**

In the Portuguese grading system, the results are represented on a scale of 0 to 20, and the minimum grade required for approval is 10. Bachelor and Master's graduates are awarded a numerical grade ranging from 10 to 20, and the grade's equivalent on the ECTS grading scale. Each numerical grade corresponds to a qualitative grade and a segment as follows: 17 to 20 - Excellent, 15 to 16 - Very Good, 14 - Good, 11 to 13 - Satisfactory, 10 - Adequate, 00 to 09 - Fail. Statistical distribution of grades according to the ECTS users guide is available at: <http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/ECTS%20at%20UTAD.pdf>.

#### **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	Matricula 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

### 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.

<sup>7</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



Institution [Erasmus code]	Contact details (email, phone)	Website for information
P VILA-RE01	<a href="mailto:grim@utad.pt">grim@utad.pt</a>	<a href="http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf">http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf</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 VILA-RE01	<a href="mailto:grim@utad.pt">grim@utad.pt</a>	<a href="http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf">http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf</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 VILA-RE01	<a href="mailto:grim@utad.pt">grim@utad.pt</a>	<a href="http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf">http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf</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>8</sup>
P VILA-RE01	António Silva Vice-Rector for Science, Technology and Innovation		
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	13/03/2014	

<sup>8</sup>Scanned signatures are accepted

