



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 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 (email, phone)	Website (eg. of the course catalogue)
Instituto Politécnico de Viseu	P VISEU01	<b>Institutional coordinator:</b> <b>Rita Castro Lopes</b> Av. Coronel José Maria Vale de Andrade, Campus Politécnico, 3504-510 Viseu, Portugal Tel.: +351 232 480 739 Fax: +351 232 480 750 <a href="mailto:riopes@pres.ipv.pt">riopes@pres.ipv.pt</a>  <b>Academic Coordinator:</b> <b>Graça Aparício</b>  Phone: + 351 232 419100 <a href="mailto:gaparicio5@hotmail.com">gaparicio5@hotmail.com</a>	<a href="http://www.ipv.pt">www.ipv.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>	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</a>

		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>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 VISEU01	723	Nursing, Midwifery, Physiother apy ERA- 12.6	1,2	2x9	2x9
P VISEU01	E JAEN01	723	Nursing, Midwifery, Physiother apy ERA- 12.6	1,2	2x9	2x9

[\*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.]

<sup>1</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>)

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 VISEU01	723	Nursing, Midwifery, Physiotherapy ERA-12.6	1x5	1x5
P VISEU01	E JAEN01	723	Nursing, Midwifery, Physiotherapy ERA-12.6	1x5	1x5

### 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 VISEU01		Regular Courses: Portuguese	International semesters: English	Portuguese : B1 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

### E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

**P VISEU 01** All the Erasmus students will have a student mentor in order to give support in practical issues. The Polytechnic Institute of Viseu, through the School of Education, organizes a Portuguese Language Course open to all Erasmus students. The Student Halls, facilities and buildings are prepared to receive students and staff with disabilities.

## 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 VISEU01	Nomination: 01 May Application 30 of May	Nomination: 01 November Application: 30 of November

[\* 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]

### **Polytechnic Institute of Viseu:**

2. Students must be formal nominated by their home institution by email to [rlopes@pres.ipv.pt](mailto:rlopes@pres.ipv.pt). The receiving institution will send its decision within 3 weeks after receiving the completed process by post.
3. A Transcript of Records will be issued by the receiving institution no later than 2 weeks after the assessment period has finished at the receiving HEI.
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 VISEU 01

Portuguese Scale	ECTS Scale	Definition
18-20 Excelente	A	Excellent
16-17 Muito Bom	B	Very Good
14-15 Bom	C	Good
12-13 Satisfatório	D	Satisfactory
10-11 Suficiente	E	Sufficient
< 9	FX/F	Fail

### 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:	<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>

	<a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	
P VISEU01	Rita Castro Lopes Tel: +351 232 480 739 <a href="mailto:rlopes@pres.ipv.pt">rlopes@pres.ipv.pt</a>	<a href="http://www.ipv.pt/ri">http://www.ipv.pt/ri</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>
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>
P VISEU01	Rita Castro Lopes Tel: +351 232 480 739 <a href="mailto:rlopes@pres.ipv.pt">rlopes@pres.ipv.pt</a>	<a href="http://www.ipv.pt/ri">http://www.ipv.pt/ri</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

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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>
P VISEU01	Rita Castro Lopes Tel: +351 232 480 739 <a href="mailto:rlopes@pres.ipv.pt">rlopes@pres.ipv.pt</a>	<a href="http://www.ipv.pt/ri">http://www.ipv.pt/ri</a>

**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 June 9th 2011) Signed: M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization	17-06-15	 
P VISEU01	Fernando Lopes Rodrigues Sebastião President of the Polytechnic Institute of Viseu	5/2/15	 

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