



## Erasmus+ Programme

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

#### Inter-institutional agreement 2014/15-2020/21 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 (e.g. of the course catalogue)
Universidade de Évora	P EVORA01	<b>Profª Hermínia Vilar</b> - ERASMUS Institutional Coordinator  <b>Drª Teresa Nogueiro</b> , Mobility and International Relations Office Email: <a href="mailto:dmri@uevora.pt">dmri@uevora.pt</a> Telf: +351 266760242 Address: Rua Duques de Cadaval, Edifício de Santo Agostinho, 7000 Évora, Portugal	<a href="http://www.uevora.pt">www.uevora.pt</a>  Erasmus incoming information: <a href="http://www.ip.uevora.pt/en">http://www.ip.uevora. pt/en</a>
UNIVERSIDAD DE JAÉN	E JAEN01	Mª Victoria López Ramón, Vice- Chancellor of Internationalization ; Phone +34 953 212194  E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</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;	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv /vicint/home/academics_ home.php</a>

		International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	
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#### B. Mobility numbers 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.

##### Student Mobility (SMS)

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]
P EVORA01	E JAEN01	461	Mathematics	1 <sup>st</sup> (Bachelor), 2 <sup>nd</sup> (Master), 3 <sup>rd</sup> (PhD)	2 students, each for 5 months
E JAEN01	P EVORA01	461	Mathematics	1 <sup>st</sup> (Bachelor), 2 <sup>nd</sup> (Master), 3 <sup>rd</sup> (PhD)	1 student for 6 months

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*]
P EVORA 01	E JAEN01			5 days
E JAEN01	P EVORA 01			5 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P EVORA01		Portuguese	English	B1	
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

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

##### P EVORA01:

- Master students It's required to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Mobility and International Relations Office. All master programs are successive master programs at P EVORA 01. A following master's program builds on a previously completed bachelor's program **in the same field of studies**.
- It's also required to PhD students to send a master certificate to the Mobility and International Relations Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- University of Évora offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contacts - email: [dmri@uevora.pt](mailto:dmri@uevora.pt) telephone: +351 266 760242

- For the implementation of STA/STT-mobilities, a letter of invitation - Issued by the University of Évora - contact person - is required.

<sup>1</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>

## 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 EVORA01	July, 15th	November, 15th
E JAEN01	30 June	30 November

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

### P EVORA01:

Partner institutions should send nominations by email to [dmri@uevora.pt](mailto:dmri@uevora.pt)

2. The receiving institution will send its decision within 4 weeks.
2. E JAEN01: The receiving institution will send its decision within 2 weeks

### Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

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]*

### Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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 EVORA01:

**ECTS Credits:** University of Évora uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular

attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 26 hours of study.

**GRADES:**

<u>ECTS classification</u>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
<u>Portuguese definition</u>	<i>Sufficient</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
<u>Portuguese grade (10-20)</u>	<b>10-11</b>	<b>12-13</b>	<b>14-15</b>	<b>16-17</b>	<b>18-20</b>

**E JAEN01**

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

**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
<b>P EVORA01</b>	Mobility and International Relations Office	<a href="http://www.ip.uevora.pt/en">http://www.ip.uevora.pt/en</a>

	Email: <a href="mailto:dmri@uevora.pt">dmri@uevora.pt</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 EVORA01	Mobility and International Relations Office Email: <a href="mailto:dmri@uevora.pt">dmri@uevora.pt</a>	<a href="http://www.estudar.uevora.pt">www.estudar.uevora.pt</a> > apoio ao estudante > seguro escolar
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 EVORA01	Mobility and International Relations Office Email: <a href="mailto:dmri@uevora.pt">dmri@uevora.pt</a>	<a href="http://www.ip.uevora.pt/en">http://www.ip.uevora.pt/en</a>
E JAEN01	David Peñafuerte; International Relations	<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>

	<i>Officer;</i> <i>Phone: +34 953 213479</i> <i>E-mail: dprendon@ujaen.es</i>	
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
<b>P EVORA01</b>	Legal Representative: Rector of Universidade de Évora, Prof. Carlos Braumann		
<b>E JAEN01</b>	<i>The Rector (On his behalf by Resolution of June 9th 2011)</i> <i>Signed: M<sup>a</sup> Victoria López Ramón,</i> <i>Vice-Chancellor of Internationalization</i>	31/08/2014	

<sup>2</sup> Scanned signatures are accepted