



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Universidade Lusófona do Porto	P PORTO57	Institutional Coordinator: Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office Rua Augusto Rosa, 24, 4000-098 Porto, Portugal Tel: +351 22 2073230;	http://www.ulp.pt/ects-guide

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

		Fax: +351 22 2001528 E-mail: trdamasio@ulp.pt International Officer: Janet Dias E-mail: janet.dias@ulp.pt	
University of Granada Vice-Rector's Office for International Relations Vice-Dean's Office for Students, Extension Univeristy and Mobility FACULTY OF EDUCATION AND HUMANITIES OF MELILLA	EGRANADA 01	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel.: +34958241990 Fax.: +34958243009 vrinternacional@ugr.es ----- Maria Á. López-Vallejo Santander,1 52071 Melilla Tel.: +34952698722 +34605050052 rrii_faedumel@ugr.es yerma111@ugr.es	www.ugr.es http://internacional.ugr.es/ faedumel@ugr.es

B. Mobility numbers⁴ 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	TO	Subject	Subject	Study	Number of student	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code	area name	cycle	mobility periods	
		*	*	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies	Student Mobility for Traineeship
		[ISCED 1]		*	[total number of months of the study periods or	S *

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

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

average duration*]						
P PORTO57	EGRANAD A01	1014	Sports	1ST	4 x 9	
EGRANAD A01	P PORTO57	1014	Sports	1ST	4 x 9	

[*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	TO	Subject area code *	Subject area name *	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Staff Mobility for Teaching	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
P PORTO57	EGRANADA 01	1014	Sports	2X1 week (8 hour x week)	2X1 week (8 hour x week)
EGRANADA 01	P PORTO57	1014	Sports	2X1 week (8 hour x week)	2X1 week (8 hour x week)

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
[Erasmus code]				Student Mobility for Studies	Staff Mobility for Teaching
				[Minimum]	[Minimum recommended]

⁵ 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>

				recommended level: B1]	level: B2]
P PORTO57	EGRANADA01	Portuguese	English	English B2	English B2
EGRANADA01	P PORTO57	Spanish	English	English B1	English B2

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 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 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 GRANADA01

University of Granada has the infrastructure to welcome students and staff with disabilities. See <http://ve.ugr.es/pages/sae>

The Faculty of Education and Humanities of Melilla has the infrastructure to welcome students and staff with disabilities. You can contact to rrii_faedumel@ugr.es

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 PORTO57	May 31 st	October 31 st
E GRANADA01	JUNE	OCTOBER

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

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

Grading Scale at Universidade Lusófona do Porto

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

University of Granada grading system

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: *Suspenso (Fail)*: 0-4.9; *Aprobado (Pass)*: 5-6.9; *Notable (Good)*: 7-8.9; *Sobresaliente (Very Good)*: 9-10; *Matrícula de Honor*: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination of final assessment, this is reflected as *No presentado (Absent)*. To pass a course unit, a student must receive a grade of at least 5 points out of 10.

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 PORTO57	elisabete.lourenco@ulp.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-e-relacoes-internacionais.html
E GRANADA 01	International Relations Office e-mail: intlinfo@ugr.es Tel.: +34958249030	http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain

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.

All the participants must have the European Health Card.

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 PORTO57	elisabete.lourenco@ulp.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-e-relacoes-internacionais.html

E GRANADA01	International Relations Office e-mail: intlinfo@ugr.es Tel.: +34958249030	http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros
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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 PORTO57	janet.dias@ulp.pt +351 22 207 33 30	
EGRANADA01	rrii_faedumel@ugr.es	http://estudiantes.ugr.es/alojamientos3/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
P PORTO57	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office	19-12-2016	
EGRANADA01	Dra. Alicia Benarroch Benarroch Dean for Faculty of Education and Humanities of Melilla	7-12-2016	

⁶ Scanned signatures are accepted