



## Erasmus+ Programme

### Key Action 1

#### – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional agreement 2014-2016 between programme countries [Minimum requirements]<sup>1</sup>

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>2</sup> (email, phone)	Website (eg. of the course catalogue)
University of Granada  Vice-Rector's Office for International Relations and Development Cooperation	E GRANADA01	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel.: +34 958 241 990; Fax.: +34 958 243 009; <a href="mailto:vrinternacional@ugr.es">vrinternacional@ugr.es</a>	<a href="http://www.ugr.es">www.ugr.es</a>  <a href="http://internacional.ugr.es/">http://internacional.ugr.es/</a>
Faculty of Education and Humanities (Melilla Campus)		Beatriz Cortina-Pérez, Vice-dean for International Relations  Calle Santander, 1 52071 Melilla (España) Tel.: +34-952698722 Mob.: +34-645883095 Fax: +34-952691357 <a href="mailto:inves_faedumel@ugr.es">inves_faedumel@ugr.es</a> <a href="mailto:rrii_faedumel@ugr.es">rrii_faedumel@ugr.es</a>	<a href="http://faedumel.ugr.es">http://faedumel.ugr.es</a>
Lapin Yliopisto, University of Lapland,  Erasmus Institutional Coordinato	SF ROVANIE01	Ms Jaana Severidt  Head of International Student Services  Tel +358-40-772 6510  Fax: +358-16 362 941  E-Mail <a href="mailto:international.relations@ulapland.fi">international.relations@ulapland.fi</a>	University's home page  <a href="http://www.ulapland.fi/InEnglish">http://www.ulapland.fi/InEnglish</a>  Course Catalogue  <a href="http://www.ulapland.fi/InEnglish/Studies/International_Programmes_and_Courses/">http://www.ulapland.fi/InEnglish/Studies/International_Programmes_and_Courses/</a>

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Courses_for_Exchange_Students.iw3
International Coordinator, Faculty of Education	Ms Päivi Martin, International Coordinator of Faculty of Law and Faculty of Education  Tel. +358 40 484 4040  E-mail LAWinter@ulapland.fi EDUCATIONinter@ulapland.fi	TO BE COMPLETED BY THE RECEIVING INSTITUTION

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	Erasmus code	Contact details (email, phone)	Website
University of Granada Vice Rector's Office for International Relations and Development Cooperation	E-GRANADA01	Carolina Araya, Tishio Castañeda E: 15071@ugr.es Tel.: +34 958 241 950 Fax: +34 958 243 005 youtw@ugr.es	www.ugr.es http://www.international.ugr.es
Faculty of Education and Humanities (Molina Campus)		Beatriz Cortés Pérez, Vice-dean for International Relations Calle San Andrés, 1 28071 Molina (Spain) Tel.: +34-921362323 Mob: +34-658210992 Fax: +34-921362323 bea.cortes@ugr.es	http://educacion.ugr.es
Lappeenranta University of Technology Erasmus Institutional Coordinator	EE-KOVIINEN01	Ms Janna Savolainen Head of International Student Services Tel: +358-40-712 6370 Fax: +358-16 333 943 E-Mail international_relations@ luta.fi	University's home page http://www.lappeenranta.fi/en en Course Catalogue http://www.lappeenranta.fi/en Study/Student/International Programmes_and_Courses

Contact details to reach the senior officer in charge of the agreement and of its possible updates.  
Changes may be added to this template agreement to better reflect the nature of the institutional partnership.

## B. Mobility numbers<sup>3</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 September in the preceding academic year.

### Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle <sup>4</sup>	Number of student mobility periods <sup>5</sup>
E GRANADA01	SF ROVANIE01	1 14	EDUCATION, TEACHER TRAINING	1st	3 (15 months)
				1st	
SF ROVANIE01	E GRANADA01	1 14	EDUCATION, TEACHER TRAINING	1st	2 (10 months)
				1st	

### Staff Mobility for Teaching

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 <sup>6</sup>
E GRANADA01	SF ROVANIE01	1 14	EDUCATION, TEACHER TRAINING	2 (10 days)
SF ROVANIE01	E GRANADA01	1 14	EDUCATION, TEACHER TRAINING	2 (10 days)

<sup>3</sup> ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

<sup>4</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2<sup>nd</sup> (master) or 3<sup>rd</sup> (PhD) mobility agreements The International School for Postgraduate Studies must be contacted. [epinternacional@ugr.es](mailto:epinternacional@ugr.es)

<sup>5</sup> Total number of months of the study period.

<sup>6</sup> Total number of days of teaching periods or average duration



### 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]	Language of instruc- tion 1	Language of instruc- tion 2 <sup>7</sup>	Recommended language of instruction level <sup>8</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E GRANADA01	Spanish		B1 <sup>9</sup>	B2
SF ROVANIE01	Finnish	English	B1 (for English); certificate to indicate student's English skills is needed (ie. Transcript of records, letter from the home university)	B2 (for English)

Where there is a compulsory language requirement, it must be indicated in this agreement. 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<sup>10</sup>

#### **Additional requirements at the University of Granada**

*UGR Orientation Week is compulsory for incoming students*

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

#### **Additional requirements at ULapland**

The host institution may reject any student not considered appropriate. Student selection is done within application deadlines according to duly filled applications and required enclosures. More information available at [www.ulapland.fi/intl](http://www.ulapland.fi/intl).

<sup>7</sup> Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

<sup>8</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>

<sup>9</sup> B1 Language accreditation is recommended at undergraduate level and compulsory at master level.

<sup>10</sup> 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. [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

The sending university is responsible for arranging its students' special needs related to studying at the host university. University of Lapland offers information and services for international students with disabilities.

For more information on services for the disabled at the University of Lapland please contact:

Ms Jaana Severidt

Head of International Student Services

Tel +358-40-772 6510

Fax: +358-16 362 941

E-mail [international.relations@ulapland.fi](mailto:international.relations@ulapland.fi)

Ms Päivi Martin, International Coordinator of Faculty of Law and Faculty of Education

Tel. +358 40 484 4040

E-mail [LAWinter@ulapland.fi](mailto:LAWinter@ulapland.fi) [EDUCATIONinter@ulapland.fi](mailto:EDUCATIONinter@ulapland.fi)

1. GRADUATE	September - February	February - July
2. ROVANIEMI	September - October	January - May

4. A Transfer of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving institution.

7. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

8. Information

9. Grading system of the institutions

University of Canada 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: Suspense (fail): 0-4.9 - Aprobado (Pass): 5 - 5.9 - Notable (Good): 6 - 6.9 - Sobresaliente (Very Good): 7 - 10

10. See information sheet for the current year <http://www.ulapland.fi/en/education/degrees>

## 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 GRANDA01	JUNE	OCTOBER
SF ROVANIE01	Nomination deadline: April 30th Application deadline: May 15th	Nomination deadline: September 30th Application deadline: October 15th

2. The receiving institution will send its decision within six weeks.
3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
E GRANDA01 <sup>11</sup>	September – February	February - July
SF ROVANIE01	September - December	January - May

4. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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

#### **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 -*

<sup>11</sup> See information sheet for the current year <http://internacional.ugr.es/pages/perfiles/socios/socios>



**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 or 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.

Statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>12</sup> will be available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>. For mobility where Statistical distribution of grades is not available the University of Granada will apply the conversion table available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>.

### **SF ROVANIE01 grading system**

In the University of Lapland, the numeric scale used is from 5 (excellent) to 1(sufficient). Please note that some courses are given only on a pass/fail basis without any further grading.

### **University of Lapland grading scale:**

5 - Excellent	
4 - Very good	
3 - Good	
2 - Satisfactory	
1 - Sufficient	

More information:

[http://www.ulapland.fi/InEnglish/Studies/General\\_Study\\_Information/System\\_Of\\_Study.iw3](http://www.ulapland.fi/InEnglish/Studies/General_Study_Information/System_Of_Study.iw3)

## **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.

<sup>12</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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 GRANADA01	International Relations and Development Cooperation Office e-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a> Tel: +34 958 249 030	<a href="http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspan">http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspan</a>
SF ROVANIE01	International Relations Office  Tel +358-40-772 6510,  Fax: +358-16 362 941,  <a href="mailto:international.relations@ulapland.fi">international.relations@ulapland.fi</a>	<a href="http://www.ulapland.fi/InEnglish/Studies/For_Admitted_Students/Residence_Permit_and_Visa.iw3">http://www.ulapland.fi/InEnglish/Studies/For_Admitted_Students/Residence_Permit_and_Visa.iw3</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
E GRANADA01	International Relations and Development Cooperation Office e-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a> Tel: +34 958 249 030	<a href="http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros">http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros</a>
SF ROVANIE01	International Relations Office  Tel +358-40-772 6510,  Fax: +358-16 362 941,  <a href="mailto:international.relations@ulapland.fi">international.relations@ulapland.fi</a>	<a href="http://www.ulapland.fi/InEnglish/Studies/For_Admitted_Students/Mandatory_Insurance.iw3">http://www.ulapland.fi/InEnglish/Studies/For_Admitted_Students/Mandatory_Insurance.iw3</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
E GRANADA01	OFICINA DE GESTION DE ALOJAMIENTOS  C/ Doctor Severo Ochoa, s/n   Tel.: 00 34 958 244072   Fax: 00 34 958 243134   E-mail: alojamiento@ugr.es	<a href="http://estudiantes.ugr.es/alojamientos3/">http://estudiantes.ugr.es/alojamientos3/</a>
SF ROVANIE01	DAS Customer Service  Tel +358 20 7699 180  Fax: +358 20 7699 188  E-mail dasaspa@das.fi  Adress: Ylikorvantie 28 A, 96300 ROVANIEMI	<a href="http://www.ulapland.fi/InEnglish/Studies/For_Admitted_Students/Student_Housing">http://www.ulapland.fi/InEnglish/Studies/For_Admitted_Students/Student_Housing</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>13</sup>
E GRANADA01	Signed by delegation of the Rector:  Carmen Enrique Mirón, Dean of the Faculty	8-03-20	
SF ROVANIE01	Dean  Ms Päivi Naskali	20.2.2014	

<sup>13</sup> Scanned signatures are accepted