



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff**  
**Mobility**

**Inter-institutional agreement 2016-2021**  
**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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>2</sup></b> (email, phone)	<b>Website</b> (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>
Vie-Dean's Office for Students, University Extension and Internazionalization		María Á. López-Vallejo Santander, 1 52071 Melilla Tel.: +34952698722 +34605050052 <a href="mailto:rrii_faedumel@ugr.es">rrii_faedumel@ugr.es</a> <a href="mailto:yerma111@ugr.es">yerma111@ugr.es</a>	<a href="mailto:faedumel@ugr.es">faedumel@ugr.es</a>
FACULTY OF SCIENCE OF EDUCATION AND SPORT OF MELILLA			
Universidade Lusófona de Humanidades e Tecnologias	P LISBOA52	Prof. Doutor Gonçalo Jorge Pestana Calado Vice-Rector for Research and Internationalization Av. Campo Grande, nº 376, 1749-024	<a href="http://www.ulusofona.pt/guia-ects.html">http://www.ulusofona.pt/guia-ects.html</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.

		Lisboa	
		+351 21 751 55 65	

## 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	
					Student Mobility for Studies	Student Mobility for Traineeships <sup>S*</sup>
E GRANADA01	P LISBOA52	011	Education	1 <sup>st</sup>	2 students x 6 months	2 students x 6 months
		011	Education	1 <sup>st</sup>	2 students x 6 months	2 students x 6 months
P LISBOA52	E GRANADA01	011	Education	1 <sup>st</sup>	2 students x 6 months	2 students x 6 months
		011	Education	1 <sup>st</sup>	2 students x 6 months	2 students x 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 <sup>*</sup>
				[total number of days of teaching periods or average duration <sup>*</sup> ]	

<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)

P LISBOA52	E GRANADA01	011	Education	2 persons x 5 days x 8 hours (minimum)	2 persons x 5 days
E GRANADA01	P LISBOA52	011	Education	2 persons x 5 days x 8 hours (minimum)	2 persons x 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]	Language of instruction 1	Language of instruction 2 <sup>5</sup>	Recommended language of instruction level <sup>6</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E GRANADA01	Spanish		B1	B2
P LISBOA52	Portuguese	English	English B2	English B2

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>7</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 Faculty of Science of Education and Sport of Melilla**

The Faculty of Science of Education and Sport of Melilla has the infrastructure to welcome students and staff with disabilities. You can contact to [rrii\\_faedumel@ugr.es](mailto:rrii_faedumel@ugr.es)

<sup>5</sup> Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

<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>

<sup>7</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.]

## P LISBOA52

- Nomination and application documents received after deadlines will not be accepted. For the official nomination we need to receive by email to [elisabete.lourenco@ulusofona.pt](mailto:elisabete.lourenco@ulusofona.pt) the following information:

- Name;
- Gender;
- E-mail;
- Semester and
- Course – Area of Studies (Courses 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> Cycle - according with our InterInstitutional Agreement and the courses available at our University).

The official nomination do not means direct acceptance from us. The student needs to make an application - registration online.

The documents uploaded will be submitted to the Course Director and Institutional Coordinator for selection. An official acceptance letter will be issued and sent to the student and the Home University by e-mail if the student is approved. Only after that the student can be consider accepted to study with us.

- Registration online at <https://secure.grupolusofona.pt/col/f?p=110:26>

The student needs to upload the following documents:

- Copy of the Identity Card or Passport;
- Learning Agreement - Signed and stamped by the Home University and student;
- Transcript of Records issued, signed and stamped by the Home University;
- Curriculum Vitae and
- Portfolio (needs to be available online) - Compulsory only for student's applying for the Courses of Cinema, Design and Architecture.

When the student arrives at Universidade Lusófona for the registration need to deliver to us:

1. English Language Certificate (B2) or Portuguese Language Certificate (B2) presenting International Certification – TOEFL, ESOL, IELTS or OLS Exam;
2. Medical Report (our form - be filled and stamped by the family's physician)
3. Copy of the health insurance from the Home University or private insurance and
4. Copy of your European Health Card.

**All the documents requested are mandatory and part of the application process. Nevertheless, to avoid delays we asked them at the arrival at the University. If we don't receive the requested documents we can consider not to accept/register the student. The student will return to the Home University and the mobility will not be valid.**

Support is offered to students and staff with a special need or disability, please contact:  
[elisabete.lourenco@ulusofona.pt](mailto:elisabete.lourenco@ulusofona.pt)

+351 21 751 55 65

## E. Calendar

1. **Official nomination** must be send by e-mail the receiving institution until:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
E GRANADA01	JUNE	OCTOBER
P LISBOA52	30 <sup>th</sup> of April	30 <sup>th</sup> of September

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 GRANADA01	September – February	February - July
P LISBOA52	31 <sup>st</sup> of May	31 <sup>st</sup> of October

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 - 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>8</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>.

### **Grading Scale at the Universidade Lusófona de Humanidades e Tecnologias**

The University System of grades in Portugal varies between 0 and 20 where the minimum grade to pass is 10. (Law by the Decree nº 42/2005 (22 February))

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient

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

<sup>8</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## 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 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>
P LISBOA52	<a href="mailto:elisabete.lourenco@ulusofona.pt">elisabete.lourenco@ulusofona.pt</a> +351 21 751 55 65	<a href="http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html">http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html</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>
P LISBOA52	<a href="mailto:elisabete.lourenco@ulusofona.pt">elisabete.lourenco@ulusofona.pt</a> +351 21 751 55 65	<a href="http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html">http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html</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: <a href="mailto:alojamiento@ugr.es">alojamiento@ugr.es</a>	<a href="http://estudiantes.ugr.es/alojamientos3/">http://estudiantes.ugr.es/alojamientos3/</a>

P LISBOA52	<a href="mailto:crisrina.matos@ulusofona.pt">crisrina.matos@ulusofona.pt</a> +351 21 751 55 65	<a href="http://residencia.ulusofona.pt">http://residencia.ulusofona.pt</a>
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
E GRANADA01	Signed by delegation of the Rector		
P LISBOA52	Prof. Doutor Gonçalo Jorge Pestana Calado  Vice-Rector for Research and Internationalization		

<sup>9</sup> Scanned signatures are accepted