



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]¹

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 details² (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; vinternacional@ugr.es	www.ugr.es http://internacional.ugr.es/
Faculty of Education and Humanities (Melilla Campus)		María A. López-Vallejo, Vice-dean for International Relations Calle Santander, 1 52071 Melilla (España) Tel.: +34-952698722 Mob.: +34-605050052 Fax: +34-952691357 inves_faedumel@ugr.es / rrii_faedumel@ugr.es	http://faedumel.ugr.es
Instituto Politécnico de Coimbra	P COIMBRA02	P COIMBRA 02 Nuno Ferreira - Vice-President/International Relations Coordinator Av. Dr. Marnoco e Sousa, nº30, 3000-271 Coimbra Portugal Phone: +351 239791250	http://internationalrelations.ipc.pt/erasmus/incoming.html

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

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

		e-mail: dga.sri@ipc.pt http://internationalrelations.ipc.pt/erasmus/incoming.html	
Escola Superior de Educação de Coimbra		Cláudia Andrade Rua D. João III 3030-329 Coimbra Phone: +351 239793127 e-mail: gri@esec.pt	http://www.esec.pt/pagina.php?id=527 http://www.esec.pt/pagina.php?id=7

B. Mobility numbers³ 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 ⁴	Number of student mobility periods ⁵
E GRANADA01	P COIMBRA02	141	EDUCATION, TEACHER TRAINING	1st	4 (36 months)
				1st	
P COIMBRA02	E GRANADA01	141	EDUCATION, TEACHER TRAINING	1st	4 (36 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 ⁶
E GRANADA01	P COIMBRA02	141	EDUCATION, TEACHER TRAINING	2 (10 days)
P COIMBRA02	E GRANADA01	1410	EDUCATION, TEACHER TRAINING	2 (10 days)

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

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

⁵ Total number of months of the study period.

⁶ 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 ⁷	Recommended language of instruction level ⁸	
			Student Mobility for Studies	Staff Mobility for Teaching
			[Minimum recommended level: B1]	[Minimum recommended level: B2]
E GRANADA01	Spanish		B1 ⁹	B2
PP COIMBRA 02	Portuguese	Portuguese	B1	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 requirements¹⁰

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

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

⁸ 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>

⁹ B1 Language accreditation is recommended at undergraduate level and compulsory at master level.

¹⁰ 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.]

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
P COIMBRA02	25 july	30 december

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 ¹¹	September - February	February - July
P COIMBRA02	september - february	february - july

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.

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

Statistical distribution of grades according to the descriptions in the ECTS users' guide¹² 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>.

P COIMBRA02 grading system

TO BE COMPLETED BY THE RECEIVING INSTITUTION

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: intlinfo@ugr.es Tel: +34 958 249 030	http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspan
P COIMBRA02	gn@esec.pt +351 239 793 127	TO BE COMPLETED BY THE RECEIVING INSTITUTION

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: intlinfo@ugr.es Tel: +34 958 249 030	http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros
P COIMBRA02	gn@esec.pt +351 239 793 127	TO BE COMPLETED BY THE RECEIVING INSTITUTION

¹² http://ec.europa.eu/education/life-long-learning-policy/ects_en.htm

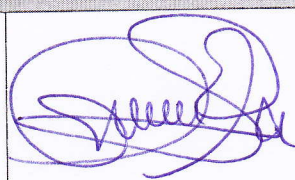
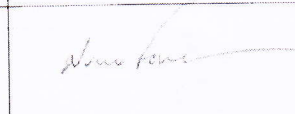
4. Housing

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	http://estudiantes.ugr.es/alojamientos3/
P COIMBRA02	TO BE COMPLETED BY THE RECEIVING INSTITUTION	TO BE COMPLETED BY THE RECEIVING INSTITUTION

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature ¹³
E GRANADA01	Signed by delegation of the Rector: Carmen Enrique Mirón, Dean of the Faculty	28/10/2013	
P COIMBRA02	Nuno Miguel Fonseca Ferreira Vice-President/ Institutional International Relations	22/11/13	

¹³ Scanned signatures are accepted