



## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2015-2021 between programme countries

#### [Minimum requirements]<sup>2</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>3</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF GRANADA  VICE-RECTOR'S OFFICE FOR INTERNATIONAL RELATIONS AND DEVELOPMENT COOPERATION   VICE-DEAN'S OFFICE FOR INTERNATIONAL RELATIONS, RESEARCH AND INNOVATION	E GRANADA 01	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel.: +34958241990: Fax: +34958243009 <a href="mailto:yrinternacional@ugr.es">yrinternacional@ugr.es</a>  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="http://www.ugr.es">www.ugr.es</a>  <a href="http://internacional.ugr.es">http://internacional.ugr.es</a>
INSTITUTO POLITECNICO DO PORTO	P PORTO 05	Institutional coordinator: Prof. Carlos Ramos, Vice President  Presidecy Services  Carla Carneiro Head of International Relations Office	<a href="https://www.ipp.pt/">https://www.ipp.pt/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

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

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

		<p>Presidency Services</p> <p>Rua Dr. Roberto Frias, 712</p> <p>4200-465 Porto, PORTUGAL</p> <p>Tel.: +351 225 571 000/74</p> <p>Fax: +351 225 020 772</p> <p>Email: gcric@sc.ipp.pt</p>	
School of Education of Porto		<p>Maria Inês Pinho</p> <p>Head of International Relations ESE</p> <p>Rua Dr Roberto Frias, 602</p> <p>4200-465 Porto, PORTUGAL</p> <p>T.: +351 225 073 474</p> <p>F.: +351 225 073 464</p> <p>Email: gri@ese.ipp.pt</p>	<p><a href="http://gri.es.e.ipp.pt/en/index.html">http://gri.es.e.ipp.pt/en/index.html</a></p>



## 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				1st	
				1st	
	E GRANADA01			1st	
				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	P PORTO 05	011	Education	2 x 5 days (min 8h)
		031	Social and behavioural sciences (Social education)	2 x 5 days (min 8h)
P PORTO 05	E GRANADA01	011	Education	2 x 5 days (min 8h)
		031	Social and behavioural sciences (Social education)	2 x 5 days (min 8h)

<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
P PORTO05	Portuguese	English	B1  Portuguese or English	B2  Portuguese or 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 Faculty of Education and Humanities of Melilla**

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](mailto:rrii_faedumel@ugr.es)

P PORTO 05: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office of the School of Education: [gri@ese.ipp.pt](mailto:gri@ese.ipp.pt)

<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.]



## 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 PORTO05	1st June	15th November

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
P PORTO05	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.*

<sup>11</sup> 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' 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>.

### **P PORTO05 grading system**

#### **1 - Local Grades**

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

#### **2 - ECTS Grades**

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

ECTS Grade      % of students who have achieved this grade

A                      10%

B                      25%

C                      30%

D                      25%

E                      10%

F                      FAIL - some more work required before the credit can be awarded

FX                     FAIL - considerable further work is required

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<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)



ECTS credits:

one full academic year    one semester    one trimester

60 ECTS credits    30 ECTS credits    20 ECTS credits

## **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/residenciainspain">http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain</a>
P PORTO05		<a href="http://www.sef.pt/portal/V10/EN/asp/epage.aspx">http://www.sef.pt/portal/V10/EN/asp/epage.aspx</a> Further assistance: <a href="mailto:gcri@sc.ipp.pt">gcri@sc.ipp.pt</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 PORTO05	European Commission  (Employment, Social Affairs & Inclusion)  <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a>	Further assistance: <a href="mailto:gri@ese.ipp.pt">gri@ese.ipp.pt</a>


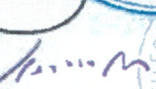
#### 4. Housing

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 PORTO05	<a href="mailto:gri@ese.ipp.pt">gri@ese.ipp.pt</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 M/ón Dean of Faculty of Education and Humanities	15-10-2018	
P PORTO05	Prof. Carlos Ramos, Vice President	20-10-2018	

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