

**Erasmus+ Programme
Key Action 1**

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

Inter-institutional¹ agreement 2014/15-2020/21²
between programme countries

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

| <i>Name of the institution (and department, where relevant)</i> | <i>Erasmus code</i> | <i>Contact details: (email, phone)</i> | <i>Website (eg. of the course catalogue)</i> |
|---|---------------------|---|---|
| Universidad a Distancia de Madrid (UDIMA) | EMADRID160 | JUAN CARMONA International Project Technician Ctra. de la Coruña, Km. 38,500 - vía de servicio nº 15 Collado Villalba Madrid (Spain) Phone: +34 911 896 999 juan.carmona@udima.es LUCAS SÁNCHEZ International Mobility Technician Phone: +34 911 896 999 lucas.sánchez@udima.es | http://www.udima.es/en/international.html |
| Universidade do Algarve | P FAR002 | Dr^a. Marleni Azevedo, International Relations and Mobility Office Coordinator international@ualg.pt +351 289 800 003 | www.ualg.pt |

1 Inter-institutional agreements can be signed by two or more higher education Institutions
 2 Higher Education Institutions have to agree on the period of validity of this agreement
 3 Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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 January in the preceding academic year.

| FROM [Erasmus code of the sending institution] | TO [Erasmus code of the receiving institution] | Subject area code* [ISCED] | Subject area name* | Study cycle [short cycle, 1 st , 2 nd or 3 rd] * | Number of student mobility periods | |
|---|---|-------------------------------------|------------------------------------|--|--|---|
| | | | | | Student Mobility for Studies [total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
| EMADRID160 | P FARO02 | 041 | Business and administration | 3rd | 1 students- 5 months | X |
| | | 1013 | Hotel, restaurants and catering | | | |
| | | 1015 | Travel, tourism and leisure | | | |
| P FARO02 | EMADRID160 | 041 | Business and administration | 3rd | 1 students- 5 months | X |
| | | 1013 | Hotel, restaurants and catering | | | |
| | | 1015 | Travel, tourism and leisure | | | |

[*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 [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 [total number of days of teaching periods or average duration *] | Staff Mobility for Training* * |
| EMADRID160 | P FARO02 | 041 | Business and adminlstration | 2 (5 days) | 2 (5 days) |
| | | 1013 | Hotel, restaurants and catering | | |
| | | 1015 | Travel, tourism and leisure | | |
| P FARO02 | EMADRID160 | 041 | Business and adminlstration | 2 (5 days) | 2 (5 days) |
| | | 1013 | Hotel, restaurants and catering | | |
| | | 1015 | Travel, tourism and leisure | | |

⁴ Mobility numbers can be given per sending/receiving Institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction levels | |
|---|---------------------------|------------------------------|-----------------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| EMADRID160 | all | Spanish | English (only for staff mobility) | B1 | B2 |
| P FARO02 | all | Portuguese | English | B1 English | B2 English |

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

EMADRID160: <http://www.udima.es>

P FARO02: The **Universidade do Algarve** welcomes students and staff with disabilities. Please contact the International Office in advance international@ualg.pt

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|--|--|
| EMADRID160 | 30th June | 30 th November |
| P FARO02 | 31 st May APPLICATIONS AND NOMINATIONS DEADLINE | 31 st October APPLICATIONS AND NOMINATIONS DEADLINE |

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

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 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]
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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>

F. Information

Grading systems of the institutions:

EMADRID160: <http://www.udima.es>

TABLA DE EQUIVALENCIAS

| UDIMA* | UDIMA | Definición/Definition | ECTS Grades |
|--------|--------------------|--|-------------|
| 10 | Matricula de Honor | Excelente-Excellent outstanding performance with only minor errors | A |
| 9-9.9 | Sobresaliente | Muy Bien-Very Good above the average standard but with some errors | B |
| 7-8.9 | Notable | Bien-Good generally sound work with a number of notable errors | C |
| 5-6.9 | Aprobado | Suficiente-Satisfactory+ sufficient fair but with significant shortcoming | D |
| 0-4.9 | Suspenso | Suspenso-Fail | F-FX |

P FARO02 - Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

| ECTS scale | % of the 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 errors |
| D | 25 | SATISFACTORY - fair but with significant shortcomings |
| E | 10 | SUFFICIENT - performance meets the minimum criteria |
| FX | - | FAIL - some work required before the criteria can be awarded |
| F | - | FAIL - considerable further work is required |

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:

| <i>Institution [Erasmus code]</i> | <i>Contact details (email, phone)</i> | <i>Website for information</i> |
|---------------------------------------|--|---|
| EMADRID160 | Juan.carmona@udima.es | http://www.udima.es |
| P FARO02 | international@ualg.pt +351 289 800 003 | http://www.ualg.pt/home/en/content/coming-0 |

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:





| <i>Institution [Erasmus code]</i> | <i>Contact details (email, phone)</i> | <i>Website for information</i> |
|---------------------------------------|--|---|
| EMADRID160 | Juan.carmona@udima.es | http://www.udima.es |
| P FARO02 | international@ualg.pt +351 289 800 003 | http://www.ualg.pt/home/en/content/insurance-0 |

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:

| <i>Institution [Erasmus code]</i> | <i>Contact details (email, phone)</i> | <i>Website for information</i> |
|---------------------------------------|--|---|
| EMADRID160 | Juan.carmona@udima.es | http://www.udima.es |
| P FARO02 | international@ualg.pt +351 289 800 003 | http://www.ualg.pt/home/en/content/accommodation-0 |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|--|----------|--|
| EMADRID160 | Mrs Ana Landeta Research Development and Innovation Director | 21.04.17 |   |
| PFARO02 | Prof. Dr. Pedro Ferré Vice-Rector | 21.04.17 |   |