



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-21 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD PABLO DE OLAVIDE	E SEVILLA03	Institutional Coordinator/Head of International Office: Miguel A. Herrera Sánchez. Carretera de Utrera Km 1 41013 Sevilla, Spain. Tel: +34954349229 Fax: +34954349304 Email: Erasmus@upo.es Departmental	WWW.UPO.ES Incoming students: http://www.upo.es/ari/c/estudiantes_ext/index.jsp

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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

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

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		Coordinator: José Manuel Feria Departamento de Dirección de Empresas Departamento de Economía Financiera y Contabilidad Email: jmferdom@upo.es	
Universidade do Algarve	P FARO02	Sofia Nunes, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt
[...]			

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] *	Student Mobility for Studies [total number of months of the study periods or average duration*]
E SEVILLA03	P FARO02	04	Business Studies	2 nd **	2 students / 5 months (total: 10 months)
P FARO02	E SEVILLA03	04	Business Studies	2 nd *	2 students / 5 months (total: 10 months)


*Máster en Finanzasy Banca

**Máster en Financial Economics

[*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	TO	Subject	Subject	Number of staff mobility periods
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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>)

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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E SEVILLA03	P FARO02	04	Business Studies	Minimum 5 days (18 teaching hours)	Minimum 5 days
P FARO02	E SEVILLA03	04	Business Studies	Minimum 2 days (8 teaching hours)	Minimum 2 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E SEVILLA03		SPANISH	ENGLISH	B2	B2
P FARO02		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

The Pablo de Olavide University organize a **welcome week** for international students in which the "incoming team" of the International Relations Office gives all the necessary documents (Student card, a map of the city, list of activities...) in different informative meetings. Also we send them a link where they can see the International student guide with all information relating to accommodation, courses, timetable, cost of life:

http://www.upo.es/aric/estudiantes_ext/index.jsp

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>

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A tutor programme is offered for all international students for having a better start of their academic year (Spanish students help them to find courses, looking for accommodation). Besides the international students can participate in cultural activities and they go with their tutor.

Intensive Spanish Course: There will be a free 50 hour course at the beginning of the academic year, for beginners ONLY (level A1). This course will last the whole semester and at the end of the course, if you achieve all the objectives, you receive 5 E.C.T.S. credits.

In the campus there is a service unit for disable student/staff. They provide of assistance and information. The contact person is: Juan Vázquez Garrido. Carretera de Utrera km 1. 41013 Sevilla. Email: jvazgar@admon.upo.es. Tel: +34 954-97-73-99.

The **Universidade do Algarve** welcomes students and staff with disabilities. Please contact the International Office in advance mobilidade@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]
E SEVILLA03	Nomination deadline:30 th APRIL Application Deadline: 30 th MAY	Nomination deadline:30 th OCTOBER Application Deadline: 30 th NOVEMBER
P FARO02	31 st May	31 st October

2. The receiving institution will send its decision within: 2 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.

F. Information

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1. Grading systems of the institutions

All information about the European Credit Transfer System used in the Pablo de Olavide University can be seen in the next link:

http://www.upo.es/aric/export/sites/rrii/estudiantes_ext/english/Sistema_ECTS/ects.pdf

Additional information about the grading system is provided in the Transcript of Records (ToR) and the Diploma Supplement.

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

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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 SEVILLA03	aric@upo.es +34 954 34 9372 +34 954 34 90 70	Those students who are not from the European Union and would like to stay longer than three months must apply for the corresponding visa at the Spanish Consulate. http://www.interior.gob.es/estrangeria-28/regimen-general-189/entrada-requisitos-y-condiciones-198?locale=es
P FARO02	mobilidade@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:


Institution [Erasmus code]	Contact details (email, phone)	Website for information
E SEVILLA03	aric@upo.es +34 954 34 9372 +34 954 34 90 70	We urge students to bring a health insurance policy as well as a third part damage insurance which may be used in Spain. All students from the European Union must fill in the E-111 or E-128 form. Students must ask about this form in their country, since it will allow them to use Spanish Social Security Services if needed. Other insurance for luggage loss or theft may also be useful
P FARO02	mobilidade@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:

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Institution [Erasmus code]	Contact details (email, phone)	Website for information
E SEVILLA03	incoming@upo.es +34 954 34 90 70	WE DO NOT OFFER ANY ACCOMMODATION SERVICE www.upo.es/erasmus_incoming STUDENTS WILL RECEIVE FURTHER INFORMATION ABOUT HOW TO LOOK FOR AN ACCOMMODATION IN THE INFORMATIVE PACKAGE
P FARO02	mobilidade@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 ⁶
E SEVILLA03			
P FARO02	Prof. Doutor Pedro Ferré, Vice-rector	12/01/2016	

⁶ Scanned signatures are accepted

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