

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2021

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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ¹ (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: +34954349398 - +34954349372 Fax: +34954349304 email: erasmus@upo.es Departmental Coordinator: Marta Leyton Román Departamento de Deporte e Informática mleyrom@upo.es	www.upo.es Incoming students: http://www.upo.es/aric/estudiantes_ext/index.jsp

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INSTITUTO POLITÉCNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. ^a Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en
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B. Mobility numbers² per academic year

[Paragraph to be added, if the agreement is signed for more than one 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.]

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 *
E SEVILLA03	P CASTELO01	1014 (16.1)	Sports	1 st , 2 nd	2*5	tbd
P CASTELO01	E SEVILLA03	1014 (16.1)	Sports	1 st , 2 nd **	2*5	tbd

*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

****Students from P CASTELO01 will exclusively be offered courses from 4-year bachelors (grados) at E SEVILLA03**

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 *

² 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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E SEVILLA03	P CASTELO01	1014 (16.1)	Sports	1*5	/1 week – 8 hours
P CASTELO01	E SEVILLA03	1014 (16.1)	Sports	1*5	/1 week – 8 hours

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E SEVILLA03	All	Spanish	English	B1 –B2 A certification will not be generally required	B2 A certification will not be generally required
P CASTELO01	All	Portuguese	English	B1	B2

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


[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]

E SEVILLA03:

The Pablo de Olavide University organizes 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

³ 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.

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	
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

- The receiving institution will send its decision within 4 weeks.
- 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.
- Termination of the agreement

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. The termination clauses must include the following disclaimer: "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

E SEVILLA03:

[http://www.upo.es/alic/export/sites/rrii/estudiantes_ext/english/Sistema ECTS/ects.pdf](http://www.upo.es/alic/export/sites/rrii/estudiantes_ext/english/Sistema%20ECTS/ects.pdf)

P CASTELO01:

1 full academic year = 60 credits
 1 semester = 30 credits

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The Portuguese grading scale is from 0 to 20.

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 – Excellent

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 SEVILLA03	erasmus@upo.es +34 954 34 93 98 +34 954 34 93 72	Non EU-students willing to stay longer than three months must apply for the corresponding visa at the Spanish Consulate: http://www.interior.gob.es/es/web/servicios-al-ciudadano/extranjeria/regimen-general/entrada-requisitos-y-condiciones
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN/asp/page.aspx

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	erasmus@upo.es +34 954 34 9398 +34 954 34 9372	We strongly advise students to have 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.

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P CASTELO01	European Commission (Employment, Social Affairs & Inclusion)	European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559 http://www.ipcb.pt/en/index.php/before-departure
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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 SEVILLA03	erasmus@upo.es +34 954 34 9398 +34 954 34 9372	An accommodation service is not offered. Students will receive further information on how to find accommodation in the information package (www.upo.es/erasmus_incoming) as well as on our facebook profile: Incoming UPO.
P CASTELO01	incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
E SEVILLA03	El Rector Fdo.: Por deleg. Res. Rectoral 08/06/2016 Isabel Victoria Lucena Cid Vicerrectora de Internacionalización		
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	07/02/2017	

⁴ Scanned signatures are accepted

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