



Erasmus+ Programme
– Mobility for learners and staff –
Higher Education Student and Staff Mobility –
Inter – institutional agreement 2016-2021

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	Universidad Miguel Hernandez de Elche	
Erasmus code	E ELCHE01 – PIC 999851363	
Contact details (email, phone)	Erasmus Institutional Coordinator: Prof. Vicente Micol Molina Vicerrectorado de Relaciones Internacionales Avenida de la Universidad, s/n – 03202 Elche (Spain) Phone: +34 966 658 522 / Fax : + 34 966 658 705 / E-mail: vdo.relinter@umh.es International Office: movilidad@umh.es Faculty Coordinator: Angel Solanes Puchol Agreement Coordinator: Angel Solanes Puchol	
Website (eg. of the course catalogue)	<ul style="list-style-type: none">• International Office: http://internacional.umh.es/• Incoming students: http://internacional.umh.es/incoming/• Courses catalogue http://internacional.umh.es/en/incoming/courses-catalogue/	
Name of the institution	Instituto Politécnico do Porto ISCAP – Porto Accounting and Business School	
Erasmus code	P PORTO 05	
Contact details (email, phone)	Prof. Rosário Gambôa, President Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL	Carla Carneiro Head of International Relations Office Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Tel.: +351 225 571 000/74 Fax: +351 225 020 772 Email: gcri@sc.ipp.pt
Contact details At ISCAP (email, phone)	Head of International Relations Office Prof. Alexandra Albuquerque Email: gri2@iscap.ipp.pt INCOMING Mobility: Mrs. Carla Carneiro Email: gri3@iscap.ipp.pt	OUTGOING Mobility: Mrs. Ana Monteiro Email: gri@iscap.ipp.pt T.: +351 22 905 00 50 F.: +351 22 902 58 99

Website (eg. of the course catalogue)	Website: http://iscap.ipp.pt Exchange Program: http://www.iscap.ipp.pt/gri/site/index.php/incoming-mob-students/exchange-program Course Catalog (PT): http://www.iscap.ipp.pt/site/php/cursos.php?curs=4
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B. Mobility numbers¹ 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 *
E ELCHE01	P PORTO 05	Human Resources	Human Resources	2 nd	2 students (10 months)	To be yearly decided
P PORTO 05	E ELCHE01	Human Resources	Human Resources	2 nd	2 students (10months)	To be yearly decided

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 *
E ELCHE01	P PORTO 05	Human Resources	Human Resources	2 staff /10 days	2 staff /10 days
P PORTO 05	E ELCHE01	Human Resources	Human Resources	2 staff /10 days	2 staff /10 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:

¹ 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E ELCHE01	P PORTO	Spanish	English*	B1 English B1 Spanish **	B1 English B2 Spanish
P PORTO	E ELCHE01	Portuguese	English	B2 English B1 Portuguese	B2 English B1 Portuguese

* See the list of subject taught in English (updated yearly) <http://internacional.umh.es/en/incoming/courses-in-english/>

Miguel Hernandez University recommends Incoming student to visit our website for Spanish Intensive and Non Intensive courses <http://internacional.umh.es/lingua/cursos-de-espanol/>

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

E ELCHE01:

Infrastructure to welcome students and staff with disabilities <http://atenciondiscapacidad.umh.es/>

P PORTO05:

- Application Procedures: <http://www.iscap.ipp.pt/gri/site/index.php/incoming-mobi-students/application>
- Application documents received after application deadlines will not be accepted.
- Students who wish to apply beyond the contracted numbers, can apply as fee-paying exchange students.
- Exchange studies for PhD students are organized according to individual plans.
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

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 ELCHE01	May, 15 th	November 1 st
P PORTO 05	June, 1st	November 1 st

² 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>

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records should be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. The ToR will be sent to the Partner institution by the International Office at E ELCHE01. Students are not allowed to have it. A copy of it, with not academic validity, should be issued to the student by request.

4. 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.

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 ELCHE01: <http://internacional.umh.es/en/incoming/courses-catalogue/>

Grading system used at the Instituto Politécnico do Porto, Portugal:

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.

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient
0 to 9	Fail

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.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
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

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 credits:

one full academic year	one semester	one trimester
60 ECTS credits	30 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 ELCHE01	International Relations Office movilidad@umh.es +34 966 658 710	http://internacional.umh.es/incoming/visa/
P PORTO 05		http://www.sef.pt/portal/V10/EN.aspx/page.aspx Further assistance: gri3@iscap.ipp.pt

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 ELCHE01	International Relations Office movilidad@umh.es +34 966 658 710	http://ventajas.umh.es/en/2014/10/27/seguro-de-accidentes-cum-laude-movilidad/
P PORTO 05	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: gri3@iscap.ipp.pt


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 ELCHE01	International Relations Office movilidad@umh.es +34 966 658 710	http://ve.umh.es/nido/
P PORTO 05	COMAP – Committee for International Students Email: comap@comap-portugal.com	http://www.comap-portugal.com/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E ELCHE01	Prof. Vicente Micol Molina Vice Rector for International Relations	12.05.2017	 <p data-bbox="1153 535 1485 640"> D. Vicente Micol Molina Vicerrector </p>
P PORTO 05	Prof. Carlos Ramos Vice-Presidente		

³ Scanned signatures are accepted