



*[Handwritten signature]*

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</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>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator:</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8 ----- <b>Subject Area Contact (0521):</b> Prof. Alexandra Ribeiro Email: <a href="mailto:abr@fct.unl.pt">abr@fct.unl.pt</a> Tel.: + 351 21 294 83 00 ----- <b>Subject Area Contact (0531)</b>	<a href="http://www.unl.pt">www.unl.pt</a>

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

A

		<b>e 0711):</b> Prof. Isabel Fonseca Email: blo@fct.unl.pt Tel.: + 351 21 294 83 03 <hr/> <b>Administrative contact:</b> SAE-AM Email: <a href="mailto:div.a.ae.mobillidade@fct.unl.pt">div.a.ae.mobillidade@fct.unl.pt</a> Tel: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
UNIVERSIDAD DE MÁLAGA	E MALAGA01		
[...]			

## B. Mobility numbers<sup>5</sup> 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 January in the preceding academic year.]

**Student mobility:**

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies      Student Mobility for Traineeships *  [total number of months of the study periods or average duration*]	
P LISBOA03	E MALAGA01	0521	Environment	1 <sup>s</sup>	5 * 6 (each)	
E MALAGA01	P LISBOA03	0521	Environment	1 <sup>st</sup>	5 * 6 (each)	
P LISBOA03	E MALAGA01	0531	Chemistry	1 <sup>st</sup>	2 * 6 (each)	
E MALAGA01	P LISBOA03	0531	Chemistry	1 <sup>st</sup>	2 * 6 (each)	
P LISBOA03	E MALAGA01	0711	Chemical Engineering and processes	1 <sup>st</sup>	2 * 6 (each)	
E MALAGA01	P LISBOA03	0711	Chemical Engineering	1 <sup>st</sup>	2 * 6 (each)	

<sup>5</sup> 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>)

			and processes			
--	--	--	---------------	--	--	--

[\*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.]

**Staff mobility:**

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 *
P LISBOA03	E MALAGA01	052	Environment	Alexandra Ribeiro * 8h	---
P LISBOA03	E MALAGA01	0711	Chemical Engineering and processes	Isabel Fonseca * 8h	---
E MALAGA01	P LISBOA03	0711	Chemical Engineering and processes	TBD* 8h	---
E MALAGA01	P LISBOA03	052	Environment	José Miguel Rodríguez-Maroto * 8h	---

**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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

<sup>6</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>

P LISBOA03		Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
E MALAGA01					

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]*

*[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]
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>
E MALAGA01		

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

2. The receiving institution will send its decision within [4] weeks (minimum).
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. 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**

Information available at:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>
E MALAGA01		

### **3. Insurance**

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

([http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao\\_academica/Seguro%20Escolar/Generali\\_apoliceSegAlunos\\_013.pdf](http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf)).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	
E MALAGA01		

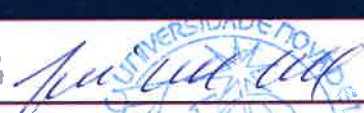

#### 4. Housing

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
P LISBOA03	Email: <a href="mailto:div.a.ae.mobillidade@fct.unl.pt">div.a.ae.mobillidade@fct.unl.pt</a> Tel.: + 351 21.294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
E MALAGA01		

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	07 MAR. 2014	
E MALAGA01	Prof. Susana Cabrera Yeto Director of International Mobility	24/02/2014	

<sup>7</sup> Scanned signatures are accepted





UNIVERSIDAD  
DE MÁLAGA

40 años  
compartiendo  
FUTURO

# Erasmus+ Programme

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

**Inter-institutional agreement 2014/2015-2020/2021**  
**between programme countries**

**APPENDIX A - UNIVERSITY OF MÁLAGA (E MALAGA01)**

## Information about higher education institutions

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details <sup>1</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
UNIVERSIDAD DE MÁLAGA	E MALAGA01	Lilian Barranco, International Relations and Cooperation Unit, Aulario Rosa de Gálvez, Bulevar Louis Pasteur, 35. Campus de Teatinos, 29071 Málaga. Tel.: +34 952 134144, Fax: +34 952 132971, e-mail: <a href="mailto:lbarranco@uma.es">lbarranco@uma.es</a>	<a href="http://www.uma.es">http://www.uma.es</a> <a href="http://www.uma.es/relaciones-internacionales/">http://www.uma.es/relaciones-internacionales/</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## 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 instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MALAGA01	SPANISH	Some courses are offered in ENGLISH <a href="http://www.uma.es/media/files/ISI_Titulaciones_GRADO_S_asig_authorized_to_teach_english_1314.pdf">http://www.uma.es/media/files/ISI_Titulaciones_GRADO_S_asig_authorized_to_teach_english_1314.pdf</a>	B1	B2

No certification is requested.

For more details on the language of instruction recommendations  
<http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/>

## Additional requirements

Home institution has to provide the International Relations and Cooperation Office with the "Nomination of incoming Erasmus students selected" to study at the University of Málaga. Nomination is essential for acceptance.

UMA can only accept the number of students stipulated in the actual inter-institutional agreement.

UMA cannot accept Erasmus students from areas of study different from those stipulated in the actual inter-institutional agreement.

Some modules have limited places (especially in the Faculty of Languages and Humanities). Different options for modules/subjects should be considered.

No hard copies are required for application forms or learning agreements (online procedure for both documents).



The University of Málaga has the infrastructure to welcome students and staff with disabilities. Acceptance and further arrangements need to be agreed in advance.

## Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
E MALAGA01	15 <sup>th</sup> June	1 <sup>st</sup> November*

\*Medicine students only 15<sup>th</sup> June for 1<sup>st</sup> and 2<sup>nd</sup> semester and full academic year.

2. E MALAGA01

The receiving institution will send its decision within a number of weeks depending on the date of the reception of the official nomination of students selected. Nevertheless it will always be by the 15<sup>th</sup> of June.

3. E MALAGA01

A Transcript of Records will be issued by the International Relations and Cooperation Office no later than 7 weeks after the assessment period has finished at UMA.

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.

## Information

### 1. Grading systems of the institutions

The grading system used by Spanish universities is based on specific attainment levels, rather than on a numerical scale or statistical basis. It should be noted that the mark, 'Matrícula de Honor', which is the highest grade, is rarely given.

Spanish denomination	English denomination	Local Scale (0-10)	ECTS Grade
Matrícula de Honor	First Class with Distinction	10 Matrícula de Honor	A
Sobresaliente	First Class	9-10	A
Notable	Second Class	7-8'9	B, C

Aprobado	Pass Mark	5-6'9	D, E
Suspense	Fail	0-4'9	FX, F
No presentado	Fail	0	F

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E MALAGA01	M. Carmen González Zorrilla <a href="mailto:mcgonzo@uma.es">mcgonzo@uma.es</a> +34 952134283	<a href="http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/">http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E MALAGA01	M. Carmen González Zorrilla <a href="mailto:mcgonzo@uma.es">mcgonzo@uma.es</a> +34 952134283	<a href="http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/">http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E MALAGA01	<a href="mailto:alojamiento@uma.es">alojamiento@uma.es</a> +34 952132562/6566	<a href="http://www.uma.es/alojamiento/">http://www.uma.es/alojamiento/</a> <a href="http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/">http://www.uma.es/relaciones-internacionales/cms/menu/movilidad-estudiantes/europa/erasmus-recibidos/</a>

