



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2019-20[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)
<b>Universidade de Vigo -</b> Faculty of Industrial Engineering	<b>E VIGO 01</b>	Amelia Rodríguez Piña, Manager of the International Office <a href="mailto:dir_ori@uvigo.es">dir_ori@uvigo.es</a> +34 986 813 751 Departmental coordinator: Cristina Trillo Yáñez <a href="mailto:eei.exteriores@uvigo.es">eei.exteriores@uvigo.es</a> +34 986 812 206	<a href="http://www.uvigo.es">www.uvigo.es</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.



*[\*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 *
E VIGO01	P LISBOA03	0710	Engineering and Engineering trades	1 * 5d * 8h	TBD
P LISBOA03	E VIGO01	0710	Engineering and Engineering trades	1 * 5d * 8h	TBD

**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]
E VIGO01		GALEGO/ESPAÑOL	ENGLISH	B1	B1

<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)	<u>Required:</u> A2 – Portuguese or B1 – English	<b>82</b>
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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

Students with specific needs: <https://www.uvigo.gal/es/campus/atencion-diversidad>

Incoming students: <https://www.uvigo.gal/en/study/mobility/international-incomingstudents>

#### 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 VIG001	May 31 <sup>st</sup>	October 15 <sup>th</sup>
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>

*[\* 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

**P LISBOA03** 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)

### **E VIGO01** ECTS & GRADING SYSTEM

The student workload consists of the time required to complete all planned learning activities (lectures, seminars, etc.) and private study (preparation for exams, writing of papers, reading, etc.):

**1 ECTS credit= 25 hours.**

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**1 ECTS credit= 25 hours.**

<b>Marks</b>	<b>Definition</b>
<b>Matrícula de honor (10)</b>	EXCELLENT - outstanding performance with only minor errors: just in very exceptional cases.
<b>Sobresaliente (9.0-9.9)</b>	VERY GOOD - above the average standard but with some errors.
<b>Notable (7.0-8.9)</b>	GOOD - generally sound work with a number of notable errors
<b>Aprobado (5.0-6.9)</b>	SATISFACTORY/SUFFICIENT - performance meets the minimum criteria. Average performance.
<b>Suspenseo (less than 5)</b>	FAILED

## 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 VIGO01	Inés Morais Fontenla <a href="mailto:incoming.ori@uvigo.es">incoming.ori@uvigo.es</a> +34 986 811 947	Non-UE students from non-EU universities must apply for a study visa from the Spanish Diplomatic Mission or Consular Office in their country of residence. The minimum documents needed to apply for your study visa are: passport, admission letter for an officially-recognised teaching or

		scientific centre, study plan, health insurance, criminal record certificate issued by the relevant authorities of your home country or country of residence and proof of sufficient economic means to cover your studies and your stay. <a href="http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja003/index.html">http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/hoja003/index.html</a>
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="https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>

### 3. Insurance

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

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 28 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E VIG001	Inés Morais Fontenla <a href="mailto:Incoming.ori@uvigo.es">Incoming.ori@uvigo.es</a>  +34 986 811 947	<b>All EU students</b> who bring their European Health Card will receive free health care and hospital treatment from the National Health System practitioners during their stay in Spain. <b>Non-EU students</b> must have an appropriate private medical insurance policy, which provides them with adequate medical cover during their period of study in Spain. <b>All students</b> are recommended to sign up for personal liability insurance and travel insurance. <b>Erasmus students who wish to do traineeships</b> in a department, laboratory or other service of the UVigo must bring proof of having contracted a valid insurance in Spain with coverage of health, accidents and civil liability.

P LISBOA03	Email: <a href="mailto:dly.a.ae.mobilidade@fct.unl.pt">dly.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">https://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
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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 VIGO01	Inés Morais Fontenla <a href="mailto:Incoming.ori@uvigo.es">Incoming.ori@uvigo.es</a> +34 986 811 947	Single room in a shared flat: Approx. 250 €/month 2-3 bedrooms flat: Approx. 750 €/month City Bus: Approx. 0.70-1.35 € A menu at the University: Approx. 6-8 € A coffee at the University: Approx. 1-1.20 €
P LISBOA03	Email: <a href="mailto:dly.a.ae.mobilidade@fct.unl.pt">dly.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/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
E VIGO01	María Isabel Doval Ruíz <b>Vicerrectora de Responsabilidad Social, Internacionalización y Cooperación</b>		 Firmado por 332933668 MARIA ISABEL DOVAL (R)
P LISBOA03	<b>Vice-Rector for International Development</b> Prof. João Amaro de Matos	9/12/2019	 

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

