



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

UFSCar

N.º: 090/2023

Processo: 23112.016851/2023-15

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1**

Learning mobility for higher education students and staff

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[22]-20[25] in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](#)² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)³ and in line with the technical standards of the [European Student Card Initiative](#)⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
UNIVERSITY OF GRANADA	E GRANADA01	Prof. Dorothy Kelly, Vice-Rector for Internationalization,	General: https://www.ugr.es/en Faculty/faculties: https://www.ugr.es/en/node/4630 Course catalogue: https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes?lang=en#_doku_academic_offer

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Spain		Vice-Rector's Office for Internationalization Complejo Administrativo Triunfo, Avenida del Hospicio s/n, 18071 Granada, España (Spain) Tel.: +34 958 241 990; Fax: +34 958 243 009; vrinternacional@ugr.es	
UNIVERSIDADE FEDERAL DE SAO CARLOS Brazil	Sao Carlos	Prof. Márcio Weber Paixão, Head International Relations Office COLMEEA Building, 235km Washington Luís Highway, 13565-905 São Carlos (SP), Brasil (Brazil) Tel.: +55 16 3351 8639; +55 16 3351 8402 scg-srinter@ufscar.br ; srinter@ufscar.br	General: https://www.ufscar.br/foreign-visitor Faculty/faculties: https://www.ufscar.br/a-ufscar/departamentos-academicos Course catalogue: https://www.prograd.ufscar.br/cursos

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE? (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
E GRANADA01	Sao Carlos		- all available -	1 st , 2 nd or 3 rd	1	5	2	10

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

Sao Carlos	E GRANADA01		- all available -	1 st , 2 nd or 3 rd	0	0	1	5
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Optional additional information

The number of mobilities towards the University of Granada is established as planned within the Project ref. 2022-1-ES01-KA171-HED-000073196 for the period 1st August 2022 - 31st July 2025. Subject to modifications upon agreement.

3. 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 skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
E GRANADA01	N/A	Spanish	English	B1 required	B2
Sao Carlos	N/A	Portuguese; proficiency is not required, but it is recommended that students have a basic knowledge of the language.		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

inter-institutional agreement, if no corrective measures are taken.

- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
Partners agree that the University of Granada will designate the organisational support funds to cover the costs related to the priority objectives and processes indicated in the table at the right:	coordination of the Erasmus+ International Credit Mobility programme and KA171 projects and maintenance service for the database and everything needed for the correct implementation of the projects according to the European Commission, Spanish National Agency, Local regulations and other authorities' requisites and/or legislations.
	management of the KA171 projects from beginning to end.
	submit applications to the Spanish National Agency, and subsequent organization, for additional inclusion support funding aimed at covering costs of specific needs of participants experiencing fewer opportunities.
	organization of International Staff Weeks, International Researcher Development Weeks and other activities to support KA171 projects.
	linguistic support, regular organisation of the eLADE exam.

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.
- For eventual audit controls to evaluate the implementation of the Erasmus+ mobility, an (electronic) copy of the records corresponding to the call and selection results, such as the ones indicated in the "Information for Partner Institutions" document, are to be sent to the University of Granada once the selection process is finished.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
E GRANADA01	Autumn term: from September to January/February Spring term: from February to June/July	Autumn term: March - April Spring term: October For PhD students at least 3 months before the start of the mobility
Sao Carlos	1 st term (Spring): from March to mid-July 2 nd term (Autumn): from August to mid-December	Spring term: from September 30 th to November 10 th Autumn term: from April 15 th to May 20 th

The receiving institution will send its decision within [5] weeks and no later than 5 weeks.
The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E GRANADA01	Mobility Unit – International Relations Office Nominated students and staff: intldimension@ugr.es General enquires: intlinfo@ugr.es	https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes?lang=en#_doku_mobility_programmesonline_application
Sao Carlos	Division of International Academic Mobility – International Relations Office Nominated students and staff: mobilidade-srinter@ufscar.br General enquires: srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	E GRANADA01 Number of ECTS credits (or equivalent) already completed / current level of completion of studies and marks/academic merit. Subject area (ISCED code) EQF level Make sure the student fulfils the academic/research profile for the scholarship offered in the call. Applicable to mobility for studies.	E GRANADA01 https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes
	Sao Carlos The student must have an average equal to or greater than 7.5 The student cannot have a failure in the transcript of records. The student must have a minimum of 40% and a maximum of 80% of the credits required to complete the course.	Sao Carlos https://www.srinter.ufscar.br/pt-br/mobilidade-academica/outgoing/editais-abertos-para-graduacao/editais-abertos
Language knowledge	E GRANADA01 B1 required (Spanish/English according to the language of instruction of the courses). Applicable to mobility for studies.	E GRANADA01 https://internacional.ugr.es/pages/perfiles/estudiantes/incoming-erasmus-dimension-internacional
	Sao Carlos Portuguese language proficiency Classes are taught in Portuguese; proficiency is not required, but it is recommended that students have a basic knowledge of the language. The university offers Portuguese as Second Language courses on São Carlos campus. More information at: https://www.institutodelinguas.ufscar.br/en/courses/portuguese-as-an-additional-language .	Sao Carlos https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements

Motivation letter	E GRANADA01 Applicable to UGR outgoing staff mobilities. Ratified by the University of Granada International Relations Committee.	E GRANADA01 N/A
	Sao Carlos Applicable to UFSCar students mobilities	Sao Carlos https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements
Inclusion measures ¹⁰	E GRANADA01 Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) will be given priority.	E GRANADA01 https://internacional.ugr.es/pages/perfiles/estudiantes/discapidad?lang=en https://ve.ugr.es/servicios/asistencia-estudiantil/
	Sao Carlos UFSCar is nationally recognized for its inclusion programs. We are aware of the need to continue expanding public policies that guarantee inclusion, considering socioeconomic and cultural aspects and improving the quality of life of the population. In addition our campuses are continually being restructured to better serve and promote accessibility to students and staff with special needs.	Sao Carlos https://www.saade.ufscar.br/
Others	E GRANADA01 Subject area (ISCED code) or cooperation priorities of the Internationalization Strategy of the University of Granada.	E GRANADA01 N/A
	Sao Carlos The participation in the Erasmus+ Credit Mobility KA171 will help to consolidate the partnership between UFSCar and prestigious Granada University and also to enhance international collaboration with academic mobility as a whole.	Sao Carlos https://www.srinter.ufscar.br/en/about-us/mission

¹⁰ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

	<p>Acquisition of new knowledge, skills (language skills, critical thinking, problem solving, inter-cultural skills and research skills and also their forward looking skills, such as digital and green skills) and abilities relevant to the student's respective training areas . It is hoped that students will be able to respond to the new demands of the job market, especially with regard to innovation and the use of information and communication technologies in a sustainable perspective. This mobility should also facilitate personal development and self-confidence.</p>	
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6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

UNIVERSITY OF GRANADA

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E GRANADA01	alojamiento@ugr.es intlinfo@ugr.es	https://alojamiento.ugr.es/ https://internacional.ugr.es/pages/iwelcomecentre/preparing-your-stay-in-granada/accommodation?lang=en
Language Support		intlinfo@ugr.es intldimension@ugr.es	https://internacional.ugr.es/pages/politica-linguistica Online Language Support (OLS) is provided by the European Commission through the following platform: https://academy.europa.eu/
Visa		intlinfo@ugr.es	https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain https://internacional.ugr.es/iwelcomecentre
Insurance		seguromovilidad@ugr.es	https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/insurance https://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros
Inclusion of participants with fewer opportunities		intlinfo@ugr.es	https://internacional.ugr.es/pages/perfiles/estudiantes/discapacidad?lang=en https://ve.ugr.es/servicios/asistencia-estudiantil/
Mentoring		intlinfo@ugr.es	https://internacional.ugr.es/pages/perfiles/estudiantes/programa-mentor-de-la-ugr
Grant payments		intldimension@ugr.es	N/A
Alumni information		direccionalumni@ugr.es	https://alumni.ugr.es/

PARTNER INSTITUTION

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Sao Carlos	mobilidade-srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements https://www.srinter.ufscar.br/en/useful-information/where-to-live
Language Support		mobilidade-srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements https://www.srinter.ufscar.br/en/useful-information/portuguese-as-second-language-course
Visa		mobilidade-srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements https://www.srinter.ufscar.br/en/useful-information/visa-to-study-in-brazil
Insurance		mobilidade-srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements
Inclusion of participants with fewer opportunities		mobilidade-srinter@ufscar.br	https://www.saade.ufscar.br/
Mentoring		mobilidade-srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements https://www.prograd.ufscar.br/estudantes-de-graduacao/acompanhamento-pedagogico https://www.proestudo.ufscar.br/
Alumni information		prograd@ufscar.br	https://www.prograd.ufscar.br/estudantes-de-graduacao

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

<i>ECTS (studies)</i>
<i>PhD students: individual assessment report</i>
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organisations and the mobile participants.

- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
E GRANADA01	N/A	N/A
Sao Carlos	N/A	N/A

University of Granada grading system: In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: *Suspensó (Fail): 0- 4.9 - Aprobado (Pass): 5- 6.9 - Notable (Good): 7- 8.9 - Sobresaliente (Very Good): 9- 10 - Matrícula de Honor: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out of 10. Statistical distribution of grades according to the descriptions in the ECTS users' guide available at <https://internacional.ugr.es/pages/conversion-calificaciones/tablaconversioncalificaciones>*

Partner institution grading system:

UFSCar uses a credit based system which consists of attributing 01 credit per 15 hours of class activities / studies, developed under specific course titles or curricular activities.

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

The assessment of the student's performance and their process of learning are based upon a continuous, systematic and comprehensive approach which runs parallel to the teaching-learning process and includes periodical written or oral evaluation, written works, seminars, individual or group tasks, written reports, group discussions, practical work, etc.

More recent curricula also takes into consideration as credit, extra-classes activities, such as lectures, practical work, seminars, tutorials, participation in extension programs, etc.

The UFSCar grading system for undergraduate level/degree programs consists of a decimal scale whose scores range from 0,0 to 10,0. Thus, the results of the evaluation process is expressed quantifiably, and calculated into a numeric grade. The minimum grade for approval in each discipline/subject at UFSCar is 6,0.

Class attendance is also taken into consideration. In addition to the minimum grade (6,0), the student has to attend – at least – 75% of the classes, to be approved

<https://www.prograd.ufscar.br/conselho-de-graduacao-1/arquivos-conselho-de-graduacao/regimento-geral-dos-cursos-de-graduacao-1>

The UFSCar grading system for graduate (*i.e.*, Master's and PhD) level/degree programs consists of a scale whose levels range from E to A. Thus, the results of the evaluation process is expressed qualitatively, and converted to a level. The minimum level for approval in each discipline/subject at UFSCar is C – "Average, entitled to the credits of the discipline/subject".

<https://www.propg.ufscar.br/pt-br/pos-na-ufscar/resolucao-consuni-no-45-de-01-de-abril-de-2021>


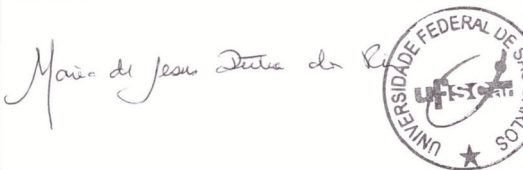
9. Any other information regarding the terms of the agreement (optional)

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10. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
E GRANADA01	Dorothy Kelly, Vice-Rector for Internationalization, by delegation of the Rector	14 JUN. 2023	
Sao Carlos	Maria de Jesus Dutra dos Reis Vice-Rector and acting Rector	29 MAY 2023	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.