Erasmus+ Programme
Inter-institutional agreement 2014/15 - 2020/21

Between
University de A Coruña
Erasmus Code: E LA-CORU11 - ECHE Nr.: ________
Dn. Fernando Peña López, Director of IRO and Erasmus Institutional Coordinator
Sra. Sandra King, Responsable técnico
Oficina de Relaciones Internacionales
O Lago Campus de Elviña, 15171 A Coruña
Phone: +34 981 16 7000, Fax: +34 981 16 7013
Email: rrii@udc.es

and
University de Lisboa (Faculdade de Ciências)
Erasmus Code: P LISBOA109
Prof. Helena Garcia, Erasmus Institutional Coordinator; Ana Maro - Administrative Mobility Office - Faculdade de Ciências da Universidade de Lisboa
Campo Grande, 1749-016, Lisboa, Portugal
information.mal@fc.ul.pt, Phone: +351 21750 0443; Fax: +351 21750 0162

The institutions named above 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.

Mobility numbers: Student mobility for studies

<table>
<thead>
<tr>
<th>Subject area</th>
<th>Study cycle</th>
<th>Direction</th>
<th>Number</th>
<th>Months (total)</th>
<th>Departmental Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>421 - Biology and biochemistry</td>
<td>FS</td>
<td>ES &gt; PT</td>
<td>6</td>
<td>60</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>421 - Biology and biochemistry</td>
<td>FS</td>
<td>PT &gt; ES</td>
<td>6</td>
<td>60</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>442 - Chemistry</td>
<td>FS</td>
<td>ES &gt; PT</td>
<td>6</td>
<td>60</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>442 - Chemistry</td>
<td>FS</td>
<td>PT &gt; ES</td>
<td>6</td>
<td>60</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>443 - Earth science (Instituto</td>
<td>T</td>
<td>ES &gt; PT</td>
<td>2</td>
<td>12</td>
<td>D. Juan Ramón Vidal Romani / Prof. Nuno Pimentel</td>
</tr>
<tr>
<td>Universitario de Geología)</td>
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<tr>
<td>Universitario de Geología)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>481 - Computer science</td>
<td>FS</td>
<td>ES &gt; PT</td>
<td>6</td>
<td>60</td>
<td>Dña. Susana Ladra González / Prof. André Falção</td>
</tr>
<tr>
<td>481 - Computer science</td>
<td>FS</td>
<td>PT &gt; ES</td>
<td>6</td>
<td>60</td>
<td>Dña. Susana Ladra González / Prof. André Falção</td>
</tr>
</tbody>
</table>

Mobility numbers: Staff mobility for teaching

<table>
<thead>
<tr>
<th>Subject area</th>
<th>Direction</th>
<th>Number</th>
<th>Weeks (total)</th>
<th>Departmental Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>421 - Biology and biochemistry</td>
<td>ES &gt; PT</td>
<td>1</td>
<td>1</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>421 - Biology and biochemistry</td>
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<td>1</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>442 - Chemistry</td>
<td>ES &gt; PT</td>
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<td>1</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>442 - Chemistry</td>
<td>PT &gt; ES</td>
<td>1</td>
<td>1</td>
<td>D. Moisés Canle López / Prof. Doutora Maria Helena Garcia</td>
</tr>
<tr>
<td>443 - Earth science (Instituto</td>
<td>ES &gt; PT</td>
<td>1</td>
<td>2</td>
<td>D. Juan Ramón Vidal Romani / Prof. Nuno Pimentel</td>
</tr>
<tr>
<td>Universitario de Geología)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Further requirements and information for each institution are included in Annex 1 and Annex 2 to this Agreement ("Institutional fact sheets"). These annexes are an integral part of this Agreement. Both institutions agree to send an update of the institutional information to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions

Universidad de A Coruña
Name and position of the official representative:
Prof. Dr. Xosé Luis Armesto Barcelo
Rector
Date: 07/02/2014
Signature and stamp:

Universidade de Lisboa
Name and position of the official representative:
Prof. José Manuel Pinto Paixão,
The Director of the Faculty of Sciences
Date: 06.02.2014
Signature and stamp:
<table>
<thead>
<tr>
<th>Field</th>
<th>SMS</th>
<th>SMP</th>
<th>STA</th>
<th>Departmental coordinator - E LA-CORU01</th>
<th>Departmental coordinator - P LISBOA109</th>
</tr>
</thead>
</table>
| 421   | X   |     |     | D. Moises Canle López, Coordenador académico de intercambio  
        | Facultad de Ciencias  
        | Campus de La Zapaterra, 15071 A Coruña  
        | Phone: Ext. 2005 /2150, Fax:  
        | Email: movesci@udc.es;  
        | Prof. Doutora Maria Helena Garcia, Erasmus coordinator - Faculty of Science  
        | Faculdade de Ciências  
        | Gabinete de Mobilidade, Estágios e Inserção Profissional  
        | Campo Grande, 1749-016 Lisboa  
        | Phone: +351 21 750 0443, Fax: +351 21 750 0162  
        | Email: internacional@fc.ul.pt |
| 442   | X   |     |     | D. Moises Canle López, Coordenador académico de intercambio  
        | Facultad de Ciencias  
        | Campus de La Zapaterra, 15071 A Coruña  
        | Phone: Ext. 2005 /2150, Fax:  
        | Email: movesci@udc.es;  
        | Prof. Doutora Maria Helena Garcia, Erasmus coordinator - Faculty of Science  
        | Faculdade de Ciências  
        | Gabinete de Mobilidade, Estágios e Inserção Profissional  
        | Campo Grande, 1749-016 Lisboa  
        | Phone: +351 21 750 0443, Fax: +351 21 750 0162  
        | Email: internacional@fc.ul.pt |
| 443   | X   |     |     | D. Juan Ramón Vidal Romani, Coordenador departamental Erasmus  
        | Instituto de Geología  
        | Phone: ext. 2078, Fax:  
        | Email: xemoncho@udc.es  
        | Prof. Nuno Pimentel, Erasmus coordinator - Geology  
        | Department of Geology  
        | Email: pimentel@fc.ul.pt |
| 481   | X   |     |     | Dña. Susana Ladría González, Coordinadora académico de intercambio  
        | Facultad de Informática  
        | Campus de Elviña, 15071 A Coruña  
        | Phone: ext.1306, Fax: +34 981 167160  
        | Email: vicdecamo.docente.fic@udc.es  
        | Prof. André Falcão, Erasmus Coordinator - Informatics  
        | Department of Informatics  
        | Email: afalcao@di.fc.ul.pt |
| 421   | X   |     |     | D. Moises Canle López, Coordenador académico de intercambio  
        | Facultad de Ciencias  
        | Campus de La Zapaterra, 15071 A Coruña  
        | Phone: Ext. 2005 /2150, Fax:  
        | Email: movesci@udc.es;  
        | Prof. Doutora Maria Helena Garcia, Erasmus coordinator - Faculty of Science  
        | Faculdade de Ciências  
        | Gabinete de Mobilidade, Estágios e Inserção Profissional  
        | Campo Grande, 1749-016 Lisboa  
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        | Email: internacional@fc.ul.pt |
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        | Phone: Ext. 2005 /2150, Fax:  
        | Email: movesci@udc.es;  
        | Prof. Doutora Maria Helena Garcia, Erasmus coordinator - Faculty of Science  
        | Faculdade de Ciências  
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        | Facultad de Informática  
        | Campus de Elviña, 15071 A Coruña  
        | Phone: ext.1306, Fax: +34 981 167160  
        | Email: vicdecamo.docente.fic@udc.es  
        | Prof. André Falcão, Erasmus Coordinator - Informatics  
        | Department of Informatics  
        | Email: afalcao@di.fc.ul.pt |
Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Universidad de A Coruña</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>E LA-CORU01</td>
</tr>
<tr>
<td>EUC</td>
<td>28678</td>
</tr>
<tr>
<td>Institution Web site</td>
<td><a href="http://www.udc.es">http://www.udc.es</a></td>
</tr>
<tr>
<td>International relations office Web site</td>
<td><a href="http://www.udc.es/ori">http://www.udc.es/ori</a></td>
</tr>
<tr>
<td>Online course catalogue</td>
<td><a href="http://estudos.udc.es/gl/degrees">http://estudos.udc.es/gl/degrees</a></td>
</tr>
</tbody>
</table>

1.2. Main contacts

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Prof. Fernando Peña López</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Director of the International Relations Office And Erasmus Institutional coordinator</td>
</tr>
<tr>
<td>Contact details</td>
<td>International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email: <a href="mailto:erasmus@udc.es">erasmus@udc.es</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Ms. Sandra King or Ana López Pampin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Administrative contact for bilateral agreements</td>
</tr>
<tr>
<td>Contact details</td>
<td>International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email: <a href="mailto:rrii@udc.es">rrii@udc.es</a> or <a href="mailto:iro@udc.es">iro@udc.es</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Ms. Ana Alonso or Ms. Carmen Varela</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Contact person for outgoing students/staff</td>
</tr>
<tr>
<td>Contact details</td>
<td>International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email: <a href="mailto:outgoing@udc.es">outgoing@udc.es</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Ms. Olga Garaboia or Ms.Paula Porto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Contact person for incoming students/staff</td>
</tr>
<tr>
<td>Contact details</td>
<td>International Relations Office (IRO) O Lagar - Campus de Elviña – 15071 A Coruña - Spain Phone: +34 981 167000 - Fax: +34 981 167013 - Email: <a href="mailto:incoming@udc.es">incoming@udc.es</a></td>
</tr>
</tbody>
</table>

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:
<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Subject area</th>
<th>Language(s) of instruction</th>
<th>Recommended language of instruction level *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Mobility for Studies</td>
<td>Any</td>
<td>Spanish and/or Galician Language</td>
<td>B1 Spanish generally recommended unless some other specific level required for a special program</td>
</tr>
<tr>
<td>Staff Mobility for Teaching</td>
<td>Any</td>
<td>Spanish and/or Galician Language or English</td>
<td>B2 Spanish or English</td>
</tr>
</tbody>
</table>


For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

**Students’ application** for an international mobility at UDC is only possible by use of the online application form available on website [http://www.udc.es/moveonline3/moveonline/incoming/welcome.php](http://www.udc.es/moveonline3/moveonline/incoming/welcome.php). The following documents must be enclosed and sent by airmail to IRO, together with the printed and signed online application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator. For all questions relating to Learning Agreement, please contact the faculty coordinator,
- the Transcripts of Records obtained in previous years of study at home university
- Copy of passport or ID

For staff mobility, the “Teaching assignment programme” or “working programme” form duly filled in and signed by home university should be sent to IRO.

The University Unit of Attention to the Diversity (ADI) was created to attend to members of the university community with special needs derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or sociocultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life. More information on Web site [http://www.udc.es/cufie/uadi/](http://www.udc.es/cufie/uadi/)

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<table>
<thead>
<tr>
<th>Autumn term</th>
<th>June 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring term</td>
<td>November 15th</td>
</tr>
</tbody>
</table>

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.
3. Additional information

3.1. Grading system

The results obtained by the student in each of the subjects will be graded according to the following numerical scale of 0-10, with one decimal, to which may be added the corresponding qualitative rating:

- 0 - 4,9: Suspenso (SS) - Failed
- 5,0 - 6,9: Aprobado (AP) – Satisfactory/Sufficient
- 7,0 - 8,9: Notable (NT) - Good
- 9,0 - 10: Sobresaliente (SB) – Very Good

The mention of "Distinction" (Matrícula de Honor - Excellent) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrollment is less than 20 students, in which case only one student may be granted with this "Distinction". More information: [http://www.udc.es/normativa/academica/normas_de_cualificaciones_e_actas.html](http://www.udc.es/normativa/academica/normas_de_cualificaciones_e_actas.html)

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

- **Contact person**: Ms. Olga Garaboa or Ms. Paula Porto
- **Responsibility**: Contact person for incoming students/staff
- **Contact details**: Phone: +34 981 167000 (ext. 1981) - Fax: +34 981 167013 - Email: incoming@udc.es

For more information on legal procedures to be completed by foreigners who will be staying at UDC for more than 3 months, please refer to Web page: [http://extranjeros.meyss.es/es/InformacionInteres/InformacionProcedimientos/](http://extranjeros.meyss.es/es/InformacionInteres/InformacionProcedimientos/)

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: [http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm). We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

- **Contact person**: Ms. Olga Garaboa or Ms. Paula Porto
- **Responsibility**: Contact person for incoming students/staff
- **Contact details**: Phone: +34 981 167000 (ext. 1981) - Fax: +34 981 167013 - Email: incoming@udc.es

3.4. Housing

Our institution will guide incoming student/staff 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:

- **Contact person**: Ms. Olga Garaboa or Ms. Paula Porto
- **Responsibility**: Housing arrangements
- **Contact details**: Phone: +34 981 167000 (ext. 1981) - Fax: +34 981 167013 - Email: incoming@udc.es
- **Website**: [http://www.udc.es/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html](http://www.udc.es/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html)