



Universidad  
de Huelva



Erasmus+

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2019- 31/07/2021 between institutions from programme and partner countries

#### [Minimum requirements]<sup>2</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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

#### A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city <sup>3</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Huelva	E HUELVA01	Dr. Reyes Alejano Monge Pro Vice-Chancellor for Internationalization Dr. Cantero Cuadrado, 6. 21071 Huelva. Spain	<a href="mailto:drinter@uhu.es">drinter@uhu.es</a> <a href="mailto:vic.internacionalizacion@uhu.es">vic.internacionalizacion@uhu.es</a> +34 959 219494 +34 959 218013	<a href="http://www.uhu.es/english/erasmusplusincoming/">http://www.uhu.es/english/erasmusplusincoming/</a>

<sup>1</sup>Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup>Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.



Benguet University	State	La Trinidad, Benguet	Dr. Feliciano G. Calora, Jr. Director, International Relations Office, Benguet State University, La Trinidad, Benguet	jofelc@gmail.com ir.office@bsu.edu.ph +63-74-917-507-1584 +63-74-422-2402	<a href="http://www.bsu.edu.ph/iro/news-updates">http://www.bsu.edu.ph/iro/news-updates</a>
--------------------	-------	----------------------	--	--	---

**B. Mobility numbers<sup>4</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 the end of January at the latest in the preceding academic year.]*

<b>FROM</b> <b>[Erasmus code or city of the sending institution]</b>	<b>TO<sup>7</sup></b> <b>[Erasmus code or city of the receiving institution]</b>	<b>Subject area code *</b> <b>[ISCED 2013]</b>	<b>Subject area name *</b>	<b>Study cycle [short cycle, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>] *</b>	<b>Number of student mobility periods</b>	
					<b>Student Mobility for Studies</b> <i>[total number of months of the study periods or average duration*]</i>	<b>Student Mobility for Traineeships*</b> <i>[Not relevant for 2019 Project]</i>
	E HUELVA01	Agriculture Languages	081	1 <sup>st</sup> , 2 <sup>nd</sup> cycle	3 x 5 months each	
E HUELVA01				3 <sup>rd</sup> Cycle	1 x 5 months	
					Student Mobility for Studies <i>[total number of months of</i>	<b>Student Mobility for Traineeships*</b> <i>[Not relevant for 2019</i>

<sup>4</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>)



					<i>the study periods or average duration*]</i>	<i>Project]</i>
--	--	--	--	--	--	-----------------

[\*Optional: subject 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.]

<b>FROM<sup>7</sup></b> [Erasmus code or city of the sending institution]	<b>TO<sup>7</sup></b> [Erasmus code or city of the receiving institution]	<b>Subject area code *</b> [ISCED 2013]	<b>Subject area name *</b>	<b>Number of staff mobility periods</b>	
				<i>Staff Mobility for Teaching</i> <i>[total number of days of the teaching periods or average duration*]</i>	<i>Staff Mobility for Training *</i>
Benguet State University	E HUELVA01	081 023	Agriculture Languages	1 X 5 days+ 2 days travel**	1 X 5 days+ 2 days travel**
E HUELVA01				1 X 5 days+ 2 days travel**	1 X 5 days+ 2 days travel**

In the case of a lack of suitable candidates for the places for Staff Mobility for Teaching Assignment , the places could be occupied by teaching staff and/or administrative staff to carry out Staff Mobility for Training. This eventuality would be subject to approval by the Spanish National Agency.

### 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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E HUELVA01	All	Spanish	English	B1	B2
Benguet State University	All	English	Filipino	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

#### **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country**<sup>6</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

[http://eacea.ec.europa.eu/funding/2014/call\\_he\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.

---

<sup>5</sup>See Common European Framework of Reference for Languages

<sup>6</sup>Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

#### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training



activities undertaken during the mobility period, based on a mobility agreement.

### **E. Any additional requirements**

The University of Huelva welcomes students and staff with disabilities as long as the IO is sure that the necessary requirements can be met in Huelva. The International Office would need to be made aware of this as early as possible prior to the mobility period in order to prepare for the visit/exchange period.

Benguet State University:

The Benguet State University welcomes students and staff with basic understanding and ability to communicate in English.

### **Partner Institution**

### **F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term*</b>	<b>Spring term*</b>
E HUELVA01	30th May Nominations 15 <sup>th</sup> April	1 <sup>st</sup> November Nominations 15 <sup>th</sup> October
Benguet State University	30 <sup>th</sup> May Nomination 15 <sup>th</sup> April	2 <sup>nd</sup> November Nomination 15 <sup>th</sup> October

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

2. The receiving institution will send its decision within 2 weeks.
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

The University of Huelva and the Benguet State University agree to modify or terminate this inter-institutional agreement by common consent. In case 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."

## G. Information

### **1. Grading systems of the institutions**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

*Universidad de Huelva*

All credits on the attached Transcript of Records are expressed in ECTS

English Denomination	Scale (0-10)	ECTS Grade	of successful students normally achieving the grade	Definition
First Class with Distinction	9-10	A	10	<b>Excellent</b> - outstanding performance with only minor errors
First Class	8-8.9	B	25	<b>Very Good</b> - above the average standard but with some errors
Second Class	7-7.9	C	30	<b>Good</b> - generally sound work with a number of notable errors
Pass Mark	5-6.9	D, E	25,10	<b>Satisfactory</b> - fair but with significant shortcomings <b>Sufficient</b> - performance meets the minimum criteria
Fail	0-4.9	FX, F	-	<b>Fail</b> - some more work required before the credit can be awarded <b>Fail</b> - considerable further work is required

[http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

Benguet State University:

Current grading system followed by Benguet State University:

<sup>7</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



Benguet State University
1.00 - 1.25 - Excellent
1.50 - Superior
1.75 - Above Average
2.0 - Average
2.25 - 2.75 - Fair
3.0 - Passing
5.0 - Failure

The following conversion table can be used for these different credit transfer systems.

Nations & Systems	[Asia (AACs*1) ], ACTFA, ACD-ACTS, AUN-ACTS *2, UCTS	[USA] ≈ 2/3 of universities	[Europe]	[Latin America]	[UK] CATS
Credit Conversion	1 credit point	≈ 1 credit	≈ 1.5 ECTS	≈ 1.5 CLAR	≈ 3 credits
Student workload	38-48 hours	≈ 45 hours	37.5-45 hours	37.5-45 hours	Converted from ECTS (30 CATS hours)
Teaching hours	13-16 hours	≈ 15~16 hours	-----	-----	-----

\*1: AACs (Asian Academic Credits) is a temporary conceptual term to holistically understand the credit (transfer) systems existing in Asian academia, based on the research projects conducted by Hotta et al (2010, 2014).

## **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 or city]	Contact details(e-mail, phone)	Website for information
E HUELVA01	Juan José Gómez Boullosa drinter02@sc.uhu.es	<a href="http://www.uhu.es/english/erasmusplusincoming/">http://www.uhu.es/english/erasmusplusincoming/</a>



Benguet State University		<a href="http://www.bsu.edu.ph/iro/news-updates">http://www.bsu.edu.ph/ iro/news-updates</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 [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
E HUELVA01	Juan José Gómez Boullosa <a href="mailto:drinter02@sc.uhu.es">drinter02@sc.uhu.es</a>	<a href="http://www.uhu.es/english/erasmusplusincoming/">http://www.uhu.es/english/erasmusplusincoming/</a>
Benguet State University	Feliciano G. Calora, Jr. <a href="mailto:jofelc@gmail.com">jofelc@gmail.com</a>	<a href="http://www.bsu.edu.ph/iro/news-updates">http://www.bsu.edu.ph/ iro/news-updates</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 [Erasmus code or city]</b>	<b>Contact details(e- mail, phone)</b>	<b>Website for information</b>
E HUELVA01	<a href="mailto:info@esnhuelva.es">info@esnhuelva.es</a>	<a href="http://www.esnhuelva.es">www.esnhuelva.es</a>
Benguet State University	<a href="mailto:ir.office@bsu.edu.ph">ir.office@bsu.edu.ph</a>	<a href="http://www.bsu.edu.ph/iro/news-updates">http://www.bsu.edu.ph/ iro/news-updates</a>



**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature
E HUELVA01	Dr. Reyes Alejano Monge Pro Vice-Chancellor for Internationalization	13-12-2019	 
Benguet State University  La Trinidad, Benguet	Dr. Feliciano G. Calora, Jr. President, Benguet State University	112819	 