

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

Inter-institutional¹ agreement 2019-2022²
between institutions from
Programme and Partner Countries

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 ³	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE MURCIA, SPAIN	E MURCIA 01	Institutional coordinator: María Senena Corbalán García Vice-Rector for Internationalisation E.mail: vicinter@um.es Administrative contact: International Relations Office Edificio Rector Soler, Campus de Espinardo 30100 Murcia, Spain Email: erasmusmi@um.es Tel: +34868889367	UM webpage: http://www.um.es/ Information and call for applications: http://erasmusmi.um.es

¹ 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+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

Universidade Estadual do Norte do Paraná (UENP), BRASIL	Jacarezinho	Institutional coordinator: Eliane Segati Rios Registro Head of the International Office e-mail: cr.internacionais@uenp.edu.br Administrative contact: International Relations Office – CRI/Rectorio Av. Getúlio Vargas, 850 CEP 86400-000 Jacarezinho, Paraná – Brasil Email: cr.internacionais@uenp.edu.br Tel: +55 43 3511 3200	UENP webpage: https://uenp.edu.br/
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B. Duration of the project and Mobility numbers⁴ per academic year

The project will take place between 1st August 2019 and 31st July 2022.

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.

The total number of mobilities foreseen are:

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E MURCIA 01	UENP Jacarezinho		LAW	1º,2º,3º	1 student (5 months)	---
UENP Jacarezinho	E MURCIA 01		LAW	1º,2º,3º	1 student (5 months)	----

⁴ 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>)

[*Optional: subject area code & name and study cycle are optional.]

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 MURCIA 01	UENP Jacarezinho		Law	1 Professor (5 days + 2 travel days)	---
E MURCIA 01	UENP Jacarezinho		Administrat ion/Internati onal Relations	---	1 Administration Staff (5 days + 2 travel days)
UENP Jacarezinho	E MURCIA 01		Law	1 Professor (5 days + 2 travel days)	---
UENP Jacarezinho	E MURCIA 01		Administrat ion/Internati onal Relations	---	1 Administration Staff (5 days + 2 travel days)

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MURCIA 01		Spanish	English	B1	B2
UENP Jacarezinho		Portuguese	English	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**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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.
- 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.

⁵ See Common European Framework of Reference for Languages

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals

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

UNIVERSITY OF MURCIA

The **University of Murcia** has adapted its facilities in order to allow access to participants with disabilities. ADyV (Servicio de Atención a la Diversidad y Voluntariado <http://www.um.es/adyv/>) provides guidance and assistance to students with disabilities and special needs. Some of the services they render include the following: access to adapted computers, technical support, academic support, and psychological help. Incoming students and staff in need of special support should inform the International Relations Office (erasmusmi@um.es) during the application procedure.

PARTNER INFORMATION

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
E MURCIA 01	July 15	November 30
UENP Jacarezinho	September 01	February 01

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

**** The dates are for reference since the candidates are jointly selected by both home and host institutions as described in Clause H.**

2. 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]*

3. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. 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 (email, phone)	Website for information
E MURCIA 01	VIMUR vimur@um.es +34 868 88 4074	http://www.um.es/en/web/iwp/legalizacion
UENP Jacarezinho	International Relations Office assessoria.cri@uenp.edu.br +55 43 3511 3200	http://www.uenp.edu.br/cri

2. 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:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E MURCIA 01	International Relations Office erasmusmi@um.es +34868889367	http://erasmusmi.um.es
UENP Jacarezinho	International Relations Office assessoria.cri@uenp.edu.br r	http://www.uenp.edu.br/cri

	+55 43 3511 3200	
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3. 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 or city]	Contact details (email, phone)	Website for information
E MURCIA 01	HousingAnywhere vip@housinganywhere.com	https://housinganywhere.com/Murcia--Spain/universidad-de-murcia/sign-up
UENP Jacarezinho	International Relations Office assessoria.cri@uenp.edu.br +55 43 3511 3200	http://www.uenp.edu.br/cri

H. Call For Applications

The Application process will be carried out **through the web page** of the project: <http://erasmusmi.um.es>. The deadline for the call for applications will be notified to the partner university by the project coordinator at the University of Murcia. If not all mobilities are awarded as a result of the first call of applications, a second and a third call will be published, until all vacancies are covered.

I. Selection Process and Criteria

The Selection process will be carried out **through the web page** of the project: <http://erasmusmi.um.es>

As soon as the call for applications is closed, both home and host universities will evaluate the candidates according to the following evaluation process:

- **1st step:** evaluation of candidates by the **home** university

- **2nd step:** evaluation of candidates by the **host** university

The **evaluation criteria** to be used by the home and host universities will be:

Bachelor candidates	Academic record	10 points
	Language of instruction above the minimum level of B1 of the host university*	3 points (<i>1 point for each level above B1</i>)
	CV in English	6 points
	Certificates of related activities (courses, seminars, etc): <i>up to a maximum of 3</i>	3 points (<i>1 point for each certificate</i>)
	A second language skill minimum B1	3 points (<i>1 point for each level above B1</i>)
	Specific requirements of the academic offer, if applicable	3 points
Master candidates	Academic record	10 points
	Language of instruction above the minimum level of B1 of the host university*	3 points (<i>1 point for each level above B1</i>)
	CV in English	6 points
	Certificates of related activities (courses, seminars, etc): <i>up to a maximum of 3</i>	3 points (<i>1 point for each certificate</i>)
	A second language skill minimum B1	3 points (<i>1 point for each level above B1</i>)
	Specific requirements of the academic offer, if applicable	3 points
Doctorate candidates	Academic record (Master)	4 points
	Language of instruction above the minimum level of B1 of the host university*	3 points (<i>1 point for each level above B1</i>)
	Research plan	6 points

	CV in English	6 points
	Certificates of related activities (courses, seminars, etc): up to a maximum of 3	3 points (<i>1 point for each certificate</i>)
	A second language skill minimum B1	3 points (<i>1 point for each level above B1</i>)
	Specific requirements of the academic offer, if applicable	3 points
Teaching staff	Proposal plan for teaching	6 points
	Language of instruction above the minimum level of B2 of the host university*	2 points (<i>1 point for each level above B2</i>)
	CV in English	6 points
	Certificates of related activities (courses, seminars, etc): up to a maximum of 3	3 points (<i>1 point for each certificate</i>)
	A second language skill minimum B1	3 points (<i>1 point for each level above B1</i>)
	Specific requirements of the academic offer, if applicable	3 points
Administrative staff	Proposal work plan for training	6 points
	Language of training above the minimum level of B1 of the host university*	3 points (<i>1 point for each level above B1</i>)
	CV in English	6 points
	Certificates of related activities (courses, seminars, etc): up to a maximum of 3	3 points (<i>1 point for each certificate</i>)
	A second language skill minimum B1	3 points (<i>1 point for each level above B1</i>)
	Specific requirements of the academic offer, if applicable	3 points



*It refers to the language of instruction **above the minimum level** of B1 requested by the host university for students and administrative staff and B2 for teaching staff.

J. Allowances

• Monthly allowance for students

Monthly allowances will be transferred to students by the project coordinator **through bank transfer, 70% of the total at the beginning of the mobility and 30% at the end of the mobility.**

ORIGIN	DESTINY	MONTHLY ALLOWANCE
UENP Jacarezinho	E MURCIA 01	850 €
E MURCIA 01	UENP Jacarezinho	700 €

The first payment will be received by the student three weeks after arrival in Murcia, after opening a bank account in Spain. The student needs to make sure he/she has enough money to cover the living expenses of the first month.

• Travel grant for students

Each student will receive a unique travel grant of€. This amount will be transferred to the student's bank account in Spain at the beginning of the mobility period.

• Daily allowance for teaching staff and administrative staff

ORIGIN	DESTINY	MONTHLY ALLOWANCE
UENP Jacarezinho	E MURCIA 01	160 €
E MURCIA 01	UENP Jacarezinho	180 €

• Travel grant for teaching staff and administrative staff

Each teaching/administrative staff will receive a unique travel grant of €.


The travel grant and the daily allowance will be paid by the project coordinator to the participant at the beginning of the mobility by bank check.

K. Organizational Support

The partner university will receive the amount of 100 € for each received participant and 50 € for each sent participant as a contribution to the organizational support. The total amount will be transferred to the partner at the end of the mobility project upon acceptance of the final report by the Erasmus Spanish Agency, and not before

October 2022.

L. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁶
E MURCIA 01	María Senena Corbalán García Vice-Rector for Internationalisation	24/10/2019	
UENP Jacarezinho	Fatima Aparecida da Cruz Padoan Rector	24/10/2019	

⁶ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation



Assessoria Jurídica



Parecer/Assessoria Jurídica/Reitoria n. 297/2019

Protocolo: 10001-667/2019

Referência: Acordo Interinstitucional

Interessado: Ana Rita Levandovski – Chefe de Gabinete/UENP

Ementa: Acordo Interinstitucional entre a
UENP – Universidade Estadual do Norte do
Paraná e Erasmus - Universidade de Murcia

Encaminharam-se a esta Assessoria Jurídica o protocolo de n. 10001-667/2019 com a proposta de Acordo Interinstitucional 2019-2020 Erasmus – Universidade de Murcia e a UENP – Universidade Estadual do Norte do Paraná, para fins de mobilidade acadêmica.

É o breve relato. Passo ao parecer.

O acordo deve possuir caráter vinculativo e nenhuma das Partes incorrerá qualquer obrigação à outra Parte na ausência de um subsequente acordo por escrito a fim de aceitar obrigações financeiras específicas ou outras, bem como contratar planos de trabalho.

Os detalhamentos dos objetivos, das metas, dos resultados a serem atingidos, a forma de comprovação dos serviços executados, devem constar nas propostas de avença, da mesma forma que elas devem indicar e discriminar as eventuais transferências de recursos, bem como serem acompanhadas dos respectivos Planos de Trabalho e de Aplicação Financeira dos projetos financiados.

As parcerias devem possuir prazo certo além de observar outras cláusulas de estilo.



Assessoria Jurídica



O enquadramento legal da proposta deve estar submetido às disposições do art. 116 da Lei nº 8.666, de 21 de junho de 1993 (Lei de Licitações e Contratos Administrativos), cujo § 1º deverá ser observado, no que couber.

Compulsando os autos, verificou essa Assessoria Jurídica que o Acordo Interinstitucional 2019-2022 Erasmus – Universidade de Murcia, segue cláusulas uniformes e de estilo de acordo com sua especificidade.

Tendo isso em vista, não apresentamos óbice ao ajuste.

É o parecer, salvo melhor entendimento.

Jacarezinho (PR), 28 de outubro de 2019.

Fernando de Brito Alves
Assessor Jurídico da UENP – OAB/PR 44746



ATO EXECUTIVO Nº 018/2019 – GR

Súmula: Aprova o Acordo Interinstitucional entre a Universidade Estadual do Norte do Paraná e a Universidade de Murcia por meio do Programa Erasmus.

A Reitora da Universidade Estadual do Norte do Paraná – UENP, Profa. Fátima Aparecida da Cruz Padoan, nomeada pelo decreto nº 10437, de 10 de julho de 2018, do Governo do Estado do Paraná, no uso de suas atribuições legais e regimentais, considerando o protocolo 10001-667/2019, e *ad referendum* do Conselho de Administração

RESOLVE

Art. 1º Fica aprovado, *ad referendum* do Conselho de Administração, o Acordo Interinstitucional entre a Universidade Estadual do Norte do Paraná e a Universidade de Murcia, por meio do Programa Erasmus, que tem como objetivo a mobilidade docente, discente e de agentes universitários, 2019-2022

Art. 2º O presente ato executivo entra em vigor na data de sua publicação.

Gabinete da Reitora da UENP em,
Jacarezinho, 24 de outubro de 2019.


Fátima Aparecida da Cruz Padoan
Reitora