



UNIVERSIDAD DE JAÉN



UNIVERSITÀ
POLITECNICA
DELLE MARCHE

**Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2017-2021²
between programme countries
[Minimum requirements]³**

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 ⁴ (email, phone)	Website (e.g. of the course catalogue)
Universidad de Jaén	E JAEN01	<p style="text-align: center;">Vice-president of Internationalisation</p> <p>Sebastián Bruque Cámara Tel.: +34 953 212194 Email: secrel@ujaen.es</p> <p style="text-align: center;">Director of International Mobility</p> <p>Juan Ráez Tel.: +34 953 212620 Email: iraez@ujaen.es</p> <p style="text-align: center;">Head of the International Relations Office</p> <p>Alina Ocaña Jódar Email: alocana@ujaen.es</p>	https://www.uja.es
Università Politecnica delle Marche (Marche Polytechnic University)	I ANCONA01	<p style="text-align: center;">Head of the International Relations Office</p> <p>Dr. Silvia Mangialardo Email: s.mangialardo@univpm.it Tel.: +39 071220 3020</p>	http://www.univpm.it
		<p style="text-align: center;">Erasmus Office Contacts</p> <p>Email: international.mobility@univpm.it Tel.: +39 071220 3017/3018 Address: Via Menicucci 6, 60121 Ancona (AN) Italy</p>	http://univpm.llpmanager.it/studenti
		<p style="text-align: center;">Department of Agriculture <i>Departmental Erasmus Coordinator</i></p> <p>Prof. Raffaele Zanolì Email: r.zanolì@univpm.it Tel.: +39 071 220 4929</p>	http://www.d3a.univpm.it
		<p style="text-align: center;">Promoter of the Agreement</p> <p>Prof. Simona Casavecchia Email: s.casavecchia@univpm.it Tel.: +39 071 220 4350</p>	

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Faculty of Economics "Giorgio Fuà" Contact <i>Erasmus Faculty Coordinator</i> Prof. Alessia Lo Turco Email: a.loturco@univpm.it Tel.: +39 071 220 7250</p>	http://www.econ.univpm.it
		<p>Promoter of the Agreement Prof. Monica De Angelis Email: m.deangelis@univpm.it Tel.: +39 071 220 7139</p>	
		<p>Faculty of Medicine <i>Erasmus Faculty Coordinator</i> Prof. Alessandro Scalise Email: a.scalise@univpm.it Tel.: +39 071 596 3486</p>	http://www.med.univpm.it
		<p>Promoter of the Agreement Prof. Maria Gabriella Ceravolo Email: m.g.ceravolo@univpm.it Tel.: +39 071 596 4526</p>	
		<p>Administrative Responsible in the Department of Nursing Prof. Maurizio Mercuri Email: m.mercuri@univpm.it Tel.: +39 071 220 6179</p>	
	[...]		

B. Mobility numbers⁵ 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 no later than the end of January in the preceding academic year.]

FROM Erasmus code of the sending institution	TO Erasmus code of the receiving institution	Subject area code * [ISCED]	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 JAEN01	I ANCONA01	0421	Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380)	1 st	1 student x 6 months	To be individually decided
				2 nd	1 student x 6 months (exams)	
					1 student x 6 months (thesis)	
		3 rd	1 student x 6 months			
		0311	Economics (14.3 - 314)	1 st	1 student x 6 months	
				2 nd	1 student x 6 months (exams)	
					1 student x 6 months (thesis)	
		3 rd	1 student x 6 months			
		0511	Biology (13.0, 13.1, 13.4, 13.6 - 421)	1 st	1 student x 6 months	

⁵ 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>)

				2 nd	1 student x 6 months (exams) 1 student x 6 months (thesis)	
				3 rd	1 student x 6 months	
		0915	Therapy and rehabilitation (16.3 - 726)	1 st	2 students x 5 months each	To be individually agreed (<u>maximum 3 trainees x 3 months each</u>)
		0913	Nursing and midwifery (12.6 - 723)	1 st	2 students x 5 months each	To be individually agreed (<u>maximum 3 trainees x 3 months each</u>)
I ANCONA01	E JAEN01	0421	Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380)	1 st	1 student x 6 months	To be individually decided
				2 nd	1 student x 6 months (exams)	
					1 student x 6 months (thesis)	
		3 rd	1 student x 6 months			
		0311	Economics (14.3 - 314)	1 st	1 student x 6 months	
				2 nd	1 student x 6 months (exams)	
					1 student x 6 months (thesis)	
		3 rd	1 student x 6 months			
		0511	Biology (13.0, 13.1, 13.4, 13.6 - 421)	1 st	1 student x 6 months	
				2 nd	1 student x 6 months (exams)	
					1 student x 6 months (thesis)	
		3 rd	1 student x 6 months			
				0915	Therapy and rehabilitation (16.3 - 726)	1 st
		0913	Nursing and midwifery (12.6 - 723)	1 st	2 students x 5 months each	To be individually agreed (<u>maximum 3 trainees x 3 months each</u>)

[*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.]

FROM

TO

Number of staff mobility periods

Erasmus code of the sending institution	Erasmus code of the receiving institution	Subject area code * [ISCED]	Subject area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E JAEN01	I ANCONA01	0421	Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0311	Economics (14.3 - 314)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0511	Biology (13.0, 13.1, 13.4, 13.6 - 421)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0915	Therapy and rehabilitation (16.3 - 726)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0913	Nursing and midwifery (12.6 - 723)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
I ANCONA01	E JAEN01	0421	Law (10.0, 10.1, 10.2, 10.3 - 3, 38, 380)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0311	Economics (14.3 - 314)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0511	Biology (13.0, 13.1, 13.4, 13.6 - 421)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0915	Therapy and rehabilitation (16.3 - 726)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 days
		0913	Nursing and midwifery (12.6 - 723)	1 staff x 5 days (minimum 8 teaching hours)	1 staff x 5 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶ Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
I ANCONA01		Italian	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].

⁶ 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>

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

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 JAEN01	30 June	30 November
I ANCONA01	May, 31 st (for the full Academic Year too)	October, 31 st

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

2. The receiving institution will send its decision within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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
[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."]

F. 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' guide⁷. 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.]

Institution [Erasmus code]	Faculties/Departments	Website for information
E JAEN01		
I ANCONA01	Agriculture	http://univpm.llpmanager.it/studenti/modulistica/GS_agraria.pdf
	Economics	http://univpm.llpmanager.it/studenti/modulistica/GS_economia.pdf
	Engineering	http://univpm.llpmanager.it/studenti/modulistica/GS_ingegneria.pdf
	Medicine	http://univpm.llpmanager.it/studenti/modulistica/GS_medicina.pdf
	Sciences	http://univpm.llpmanager.it/studenti/modulistica/GS_scienze.pdf

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

E JAEN01

Grade in Spanish Academic Records	Definition	Numerical mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Top Qualification in Class or Subject
3	Sobresaliente	9-10	A	Highest 10%
2	Notable	7-8.9	B	Next 20%
1	Aprobado	5-6.9	C-D	Next 65%
	Suspense	0-4.9	FX-F	Not Pass

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]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: secrel@ujaen.es	http://www.ujaen.es/serv/vicint/home/index
I ANCONA01	Email: international.mobility@univpm.it Tel.: +39 071220 3017/3018/3026	http://univpm.llpmanager.it/studenti/

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: secrel@ujaen.es	http://www.ujaen.es/serv/vicint/home/seguro_sanitario
I ANCONA01	Email: international.mobility@univpm.it Tel.: +39 071220 3017/3018/3026	http://univpm.llpmanager.it/studenti/

4. Housing

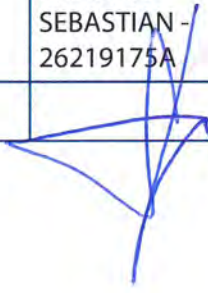

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: secrel@ujaen.es	http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f http://www.ujaen.es/serv/vicint/home/alojamiento

I ANCONA01	Email: international.mobility@univpm.it Tel.: +39 071220 3017/3018/3026	http://univpm.llpmanager.it/studenti/
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
E JAEN01	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	01.08. 2018	BRUQUE CAMARA SEBASTIAN - 26219175A Firmado digitalmente por BRUQUE CAMARA SEBASTIAN - 26219175A Fecha: 2018.08.01 10:54:42 +02'00'
I ANCONA01	Prof. Sauro Longhi, Rector	03.08. 2018	 

⁸ Scanned signatures are accepted

