



## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme 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 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Cyprus International Institute of Management 21 Akademias Avenue, P.O.Box 20378, 2151 Agfantzia, Nicosia, Cyprus	CY NICOSIA 12	Mr. Costas Kaloyeros, CFO and Erasmus Coordinator Email: <a href="mailto:costas@ciim.ac.cy">costas@ciim.ac.cy</a> Tel: +35722462246	<a href="http://www.ciim.ac.cy">www.ciim.ac.cy</a>
	CY NICOSIA 12	Ms. Lena Jelic, Manager of International Relations Office Email: <a href="mailto:lana@ciim.ac.cy">lana@ciim.ac.cy</a> Tel: +35722462246, Fax: +35722331121	<a href="http://www.ciim.ac.cy/erasmus-at-ciim.html">http://www.ciim.ac.cy/erasmus-at-ciim.html</a>
UNIVERSIDAD DE JAÉN	E JAEN01	M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620	<a href="http://www.ujaen.es/secrel/vicint/home/academic_home.php">http://www.ujaen.es/secrel/vicint/home/academic_home.php</a>

<sup>1</sup>Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup>Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		E-mail: <a href="mailto:sbruque@ujaen.es">sbruque@ujaen.es</a> David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	
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#### B. Mobility numbers<sup>4</sup> per 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration *]
CY NICOSIA 12	E JAEN01	340	BBA, MBA, MSc in Human Resources, Finance and Banking and Management	1 <sup>st</sup> and 2 <sup>nd</sup> cycle	2 students (3 - 6 months)
E JAEN01	CY NICOSIA 12	340	BBA, MBA, MSc in Human Resources, Finance and Banking and Management	1 <sup>st</sup> and 2 <sup>nd</sup> cycle	2 students (3 - 6 months)

[\*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 [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	
CY NICOSIA 12		340	BBA, MBA, MSc in Human Resources, Finance and Banking and Management	2	2

<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>

E JAEN01	CY NICOSIA 12			2	2
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### 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CY NICOSIA 12		English	Greek	B2	B2
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or Eng- lish B2 for courses taught in English

For more details on the language of instruction recommendations, see the course catalogue of each institution

### D. Additional requirements

#### 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]
CY NICOSIA 12	Nomination deadline 1st May Application deadline 1st June	Nomination deadline 1st November Application deadline December 1st
E JAEN01	30 June	30 November

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 6 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

<sup>5</sup>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>

A notice of at least one academic year is given. 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

CY NICOSIA 12

Responsibility for course assessment lies with the faculty member teaching the course. The faculty member determines the form of assessment for the course, sets the exam questions, and decides on the evaluation methods to use. The assessment may be based on one or more of the following:

- written exam (individual)
- written group or individual assignment
- written case study/reports
- class participation
- presentations (individual or group)

CIIM – Grading Scale

The grading system outlined below will be in effect for all participants attending CIIM courses:

Letter Grade	Numerical Equivalent			
	Min.	Mid-point	Max.	
A+	95	97	100	Excellent
A	90	92	94	
A-	85	87	89	
B+	80	82	84	Good
B	75	77	79	
B-	70	72	74	
C+	65	67	69	Fair
C	60	62	64	
C-	55	57	59	
F		< 55		Fail
I	Incomplete			
P	Pass (applies to courses for which no examination grades are given)			
W	Withdrawal			
Au	Audit			
TR	Transfer			

The passing grades for individual courses are: "A+", "A", "A-", "B+", "B", "B-", "C+" and "C". The failing grade is "F". The letter designation "I" stands for "Incomplete", the letter "P" for Pass, the letter "W" for "Withdrawal", the letter "Au" for "Audit" and "TR" for "Transfer".

E JAEN01

Grade in Spanish Academic Records	Definition	Numerical mark	Estimated ECTS Grade	Definition
4	Matricula de Honor		A+	Top Qualifica-

		10		tion 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%
	Suspenso	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
CY NICOSIA 12	Theodora Petasi, Admissions and Office Manager Email: <a href="mailto:theodora@ciim.ac.cy">theodora@ciim.ac.cy</a> Tel: +35722462246, Fax: +35722331121 21 Akademias Avenue, P.O.Box 20378, 2151 Aglantzia, Nicosia, Cyprus	<a href="http://www.ciim.ac.cy">www.ciim.ac.cy</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

### CY NICOSIA 12:

EU citizens do not require visa to enter or stay in Cyprus for up to 3 months. If the plan to stay longer than 3 months, then they need to visit the Cyprus Migration Department to register. Non EU citizens must apply for visa at their local Cyprus embassy or consulate. The visas are usually valid for a period of up to 3 months. If they student wishes to stay longer they will need to inform us before joining CIIM so as to obtain a student visa for them valid up to 12 months. The visa will be valid only for Cyprus and no other country.

## 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
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CY NICOSIA 12	Theodora Petasi, Admissions and Office Manager Email: <a href="mailto:theodora@ciim.ac.cy">theodora@ciim.ac.cy</a> Tel: +35722462246, Fax: +35722331121 21 Akademias Avenue, P.O.Box 20378, 2151 Aglantzia, Nicosia, Cyprus	<a href="http://www.ciim.ac.cy">www.ciim.ac.cy</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

#### CY NICOSIA 12:

Students must be insured during the total stay in Cyprus. While leaving their country students must pay special attention to bring all necessary medical documentation with them, especially medical certificate valid in the European Union. Students from countries belonging to the European Union in order to get medical care under the National Health Fund (NFZ) should have a **European Health Insurance Card (EHIC)** or a replacement certificate, while non-EU students must purchase insurance in the country of origin in travel agency or insurance company or in Cyprus. The cost of the medical insurance if obtained in Cyprus is €180. This can be arranged by CIIM once payment is received.

#### 4. Housing

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


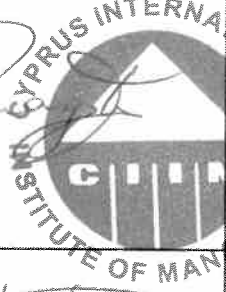


Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CY NICOSIA 12	Theodora Petasi, Admissions and Office Manager Email: <a href="mailto:theodora@ciim.ac.cy">theodora@ciim.ac.cy</a> Tel: +35722462246, Fax: +35722331121 21 Akademias Avenue, P.O.Box 20378, 2151 Aglantzia, Nicosia, Cyprus	<a href="http://www.ciim.ac.cy">www.ciim.ac.cy</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

#### CY NICOSIA 12:

CIIM will help students to find a proper accommodation. There is a possibility to rent university's dormitory in Nicosia only. To rent a room at the Student Hostel, students must contact with the admissions and office manager. Other options are private hostels and flats.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
CY NICOSIA 12	Dr. Theodore Panayotou, Director of CIIM	5/12/14	 
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Interna- tionalization	02/12/2014	 

<sup>6</sup> Scanned signatures are accepted