



# 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

#### [Minimum requirements]<sup>3</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 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	Erasmus Code	Contact Details		Website
UNIVERSITÉ DE PICARDIE JULES VERNE  IUT OISE	F AMIENS01	<b>Institutional Coordinator</b> (name, address, phone, fax, e-mail)	Wolfgang Sabler, Tel.: 33-3-22827990, Fax: 33-3-22827247 email: melanie.alves@u-picardie.fr	<a href="http://www.u-picardie.fr/">http://www.u-picardie.fr/</a>  Courses catalogue:  <a href="http://www.u-picardie.fr/catalogue-&lt;br/&gt;formations/co/Catalogue_UPJV/&lt;br/&gt;co/Catalogue_UPJV.html">http://www.u- picardie.fr/catalogue- formations/co/Catalogue_UPJV/ co/Catalogue_UPJV.html</a>
		<b>Administrative Contact</b> (name, address, phone, fax, e-mail)	Mélanie ALVES Direction des Affaires Internationales Chemin du thil – Campus 80025 Amiens cedex 1- France Tel.: +33 322 825853, Fax: +33322825879 email: melanie.alves@u-picardie.fr	
		<b>Academic Contact</b> (name, address, phone, fax, E-mail)	IUT OISE Laurence Demeusy laurence.demeusy@u-picardie.fr	
UNIVERSIDAD DE JAEN	E JAEN01	<b>Institutional Coordinator</b> (name, address, phone, fax, e-mail)	M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</a>
		<b>Administrative Contact</b> (name, address, phone, fax, e-mail)	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	
		<b>Academic Contact</b> (name, address, phone, fax, E-mail)	Manuel Aranda Ogayar <a href="mailto:mogayar@ujaen.es">mogayar@ujaen.es</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> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## 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 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*]	Student Mobility for Traineeships *
F AMIENS01	E JAEN01	340	Gestion de empresas y administraciones	1 <sup>st</sup>	20 (4 x 5 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 *
F AMIENS01	E JAEN01	340	Gestion de empresas y administraciones	1 x 5 days	
E JAEN01	F AMIENS01	340	Gestion de empresas y administraciones	1 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:

<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>)

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]
F AMIENS01		French		B1 No certificate required	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

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

#### D. Additional requirements

The institutions intend to provide with the appropriate infrastructure to welcome students and staff with disabilities.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F AMIENS01	June 1 <sup>st</sup> for nomination June 15 <sup>th</sup> for application	November 1 <sup>st</sup> for application November 15 <sup>th</sup> for application
E JAEN01	30 June	30 November

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

2. The receiving institution will send its decision within 4 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.
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

<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>

Commission nor the National Agencies can be held responsible in case of a conflict."

## F. Information

### 1. Grading systems of the institutions

#### F AMIENS01

ECTS grade		Definition
A	from 14/20 to 20/20	<b>Excellent</b> : Outstanding performance with only minor errors
B	from 12/20 to 14/20	<b>Very good</b> : above the average standard but with some errors
C	from 10/20 to 12/20	<b>Good</b> : generally sound work with a number of notable errors
D	from 8/20 to 10/20	<b>Satisfactory</b> : fair but with significant shortcomings
E	from 6/20 to 8/20	<b>Sufficient</b> : performance meets the minimum criteria
FX	from 4/20 to 6/20	<b>Fail</b> : some more work required before the credit can be awarded
F	Below 4/20	<b>Fail</b> : considerable further work is required

#### 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%
	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
F AMIENS01	<a href="mailto:dai@u-picardie.fr">dai@u-picardie.fr</a> 0033 3 22 82 79 90	<a href="http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&amp;RUBNAV=&amp;CODE=73831249&amp;LANGUE=0">http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&amp;RUBNAV=&amp;CODE=73831249&amp;LANGUE=0</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprenon@ujaen.es">dprenon@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>

### **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
F AMIENS01	<a href="mailto:dai@u-picardie.fr">dai@u-picardie.fr</a> 0033 3 22 82 79 90	<a href="http://www.u-picardie.fr">www.u-picardie.fr</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprenon@ujaen.es">dprenon@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>



### **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
F AMIENS01	<a href="mailto:agnes.messiaen@u-picardie.fr">agnes.messiaen@u-picardie.fr</a> 0033 3 22 82 79 90	A file will be directly sent to the student upon reception of the nomination email
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprenon@ujaen.es">dprenon@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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
F AMIENS01	Mr. Wolfgang SABLER <i>Vice President for International Affairs</i>	20/11/13	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization	29/11/13	

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