

# Erasmus+ Programme

## Inter-institutional agreement 2014-2021

### Higher Education Student and Staff Mobility

#### –Mobility for learners and staff–

The Institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus+ programme sets extra criteria this Agreement will be reviewed.

#### A. Information about higher education institutions

Name of the Institution	Erasmus code	Contact details <sup>1</sup> (Name, E-mail, Phone)
UNIVERSIDAD DE JAÉN	<b>E JAEN01</b>	<p>M<sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es</p> <p>Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es</p> <p>David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es</p>
ICHEC Brussels Management School	<b>BBRUXEL86</b>	<p>Institutional Coordinator : Sophie Péters Associate Dean International Affairs 2, Boulevard Brand Whitlock, 1150 Brussels Belgium</p> <p><a href="mailto:Sophie.peters@lcheec.be">Sophie.peters@lcheec.be</a> Tel :3227780337</p>

#### B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS <sup>2</sup>	SMT <sup>3</sup>
E-JAEN01	BBRUXEL86	34	Business and administration	1 <sup>st</sup>	4 x 5 months = 20 months	0
				2 <sup>nd</sup>	4 x 5 months = 20 months	0

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>2</sup> Student Mobility for Studies

<sup>3</sup> Student Mobility for Traineeship

BBRUXEL86	E-JAEN01	34	Business and administration	1 <sup>st</sup>	4 x 5 months = 20 months	0
				2 <sup>nd</sup>	4 x 5 months = 20 months	0

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days STA <sup>4</sup>	STT <sup>5</sup>
E-JAEN01	BBRUXEL86	34	Business and administration	1 persons x 5 days	1 persons x 5 days
BBRUXEL86	E-JAEN01	34	Business and administration	1 persons x 5 days	1 persons 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
E-JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
BBRUXEL86		FRENCH	English	B2	B2

### D. Calendar

#### 1. Student nomination/application deadlines:

Receiving institution	Winter term <sup>6</sup> [month]	Summer term <sup>7</sup> [month]
E-JAEN01	30 June	30 November
BBRUXEL86	June 1st	November 15

- The receiving institutions will send their decisions within 6-8 weeks after deadline.
- 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.

<sup>4</sup> Staff Mobility for Teaching

<sup>5</sup> Staff Mobility for Training

<sup>6</sup> To be adapted in case of a trimester system.

<sup>7</sup> To be adapted in case of a trimester system.

4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## E. Information

BBRUXELL86		
WWW for Incoming Students	<a href="http://www.lchec.be/International%20_student.html">http://www.lchec.be/International%20_student.html</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>
WWW Course Catalogue	<a href="http://www.lchec.be/International%20_student.html">http://www.lchec.be/International%20_student.html</a>	<a href="http://www.ujaen.es/serv/vicint/home/academ/cs_home.php">http://www.ujaen.es/serv/vicint/home/academ/cs_home.php</a>
Housing <sup>8</sup>	<a href="http://www.lchec.be/International%20_student.html">http://www.lchec.be/International%20_student.html</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>
Contact details	Exchange.In@lchec.be	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>
WWW Visa Information <sup>9</sup>	<a href="http://www.lchec.be/International%20_student.html">http://www.lchec.be/International%20_student.html</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>
Contact details	Exchange.In@lchec.be	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>
WWW Insurance Information <sup>10</sup>	<a href="http://www.lchec.be/International%20_student.html">http://www.lchec.be/International%20_student.html</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>
Contact details	Exchange.In@lchec.be	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>
ECTS Users' Guide <sup>11</sup>		
WWW Students and Staff with Disabilities	<a href="http://www.lchec.be/International%20_student.html">http://www.lchec.be/International%20_student.html</a>	<a href="http://www10.ujaen.es/conocenos/serv/viclos-unidades/neduespeciales/inicio">http://www10.ujaen.es/conocenos/serv/viclos-unidades/neduespeciales/inicio</a>

<sup>8</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.


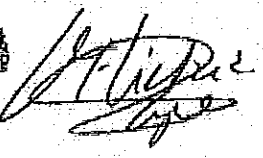
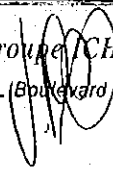
<sup>9</sup> The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

<sup>10</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>11</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

Contact details	Exchange.In@lchec.be
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**F. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution	Name function	Date	Signature Seal or Stamp <sup>12</sup>
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	8/4/2014	 
BBRUXELL86	<b>Sophie PETERS</b> <b>Associate Dean International Affairs</b>	5/5/2014	 <b>HAUTE ECOLE</b> <b>Grande École - ISC Saint-Louis - ISFSC</b> — (Boulevard Brand Whitlock, 6 - 1150 Bruxelles) — MATRICULE 2.340.700

<sup>12</sup> Scanned signatures, seals and stamps are accepted