



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 between programme countries

[Minimum requirements]

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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSITA DEGLI STUDI DI CASSINO E DEL LAZIO MERIDIONALE	I CASSINO01	Institutional Coordinator: Prof. Giovanni Camillo Porzio Centro Rapporti Internazionali porzio@unicas.it - Departmental Coordinator and Contact Teacher Prof.ssa Nadia Cuffaro cuffaro@unicas.it International Officer Dott. Tamara Patriarca Centro Rapporti Internazionali Viale dell'Università – Reitorato, Loc. Folcara, 03043 Cassino (FR) Italia Tel: +39 0776 2994505 Fax: +39 0776 2993905 E-mail: tpatriarca@unicas.it	http://www.unicas.it/internazionale-students/ects-guide/general-and-practical-information.aspx http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/studenti-in-entrata.aspx
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ;	http://www.ujaen.es/serv/vicint/home/academics_home

		Phone +34 953 212194 E-mail: secrel@ujaen.es Juan Ráez Padilla; Director of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://estudios.ujaen.es/listadocracos
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B. Mobility numbers¹ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
E JAEN01	I CASSINO01	041	Business and administration	1 st , 2 nd 3 rd	2x6 1X6	
I CASSINO01	E JAEN01	041	Business and administration	1 st , 2 nd 3 rd	2x6 1X6	

[*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	TO [Erasmus	Subject area	Subject area name	Number of staff mobility periods
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¹ 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>)

code of the sending institution]	code of the receiving institution]	code + [ISCED)	*	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training
E JAEN01	I CASSINO01	041	Business and administration	1 teacher 8 hours minimum	
I CASSINO01	E JAEN01	041	Business and administration	1 teacher 8 hours minimum	

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 ² 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 CASSINO01		Italian	English	B1	B1

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

[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.]

² 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>

The University of Cassino and Southern Lazio welcomes students and staff members with disabilities, however acceptance requires approval (In case of students: during the online nomination period, in case of staff members: when applying).

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/nduespeciales/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 CASSINO01	JUNE 15	November 30

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

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 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]*
4. Termination of the agreement

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.

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

I CASSINO01

<http://www.unicas.it/international-students/ects-guide/education/italian-grading-system.aspx>

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
E JAEN01	Aina Ocaña Jodar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicinit/home/index
I CASSINO01	Incoming students Dott.ssa Laura Morone Centro Rapporti Internazionali Tel: +39 0776 2993904 Fax: +39 0776 2993905 E-mail: L.morone@unicas.it	http://www.uniclam.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/studenti-in-entrata.aspx

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	Aina Ocaña Jodar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicinit/home/seguro_sanitario
I CASSINO01	Incoming students Dott.ssa Laura Morone Centro Rapporti	http://www.uniclam.it/internazionalizzazione/opportunit%C3%A0-

	Internazionali Tel: +39 0776 2993904 Fax: +39 0776 2993905 E-mail: L.morone@unicas.it	allestero/erasmusplus/studenti-in-entrata.aspx
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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

Institution (Erasmus code)	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jodar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f http://www.ujaen.es/serv/vicint/home/aloiamiento
I CASSINO01	Incoming students Dott.ssa Laura Morone Centro Rapporti Internazionali Tel: +39 0776 2993904 Fax: +39 0776 2993905 E-mail: L.morone@unicas.it	http://www.uniclam.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/studenti-in-entrata.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature ³
E JAEN01	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	11/10/16	

³ Scanned signatures are accepted

I CASSINO01	Giovanni BETTA, Rettore	12/11/16	G. BETTA
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