



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2017/2018 – 2020/2021** **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>2</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Juan Ráez Padilla; Director of International Mobility; Phone +34 953 212620 E-mail: <a href="mailto:jraez@ujaen.es">jraez@ujaen.es</a>  Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vic/nt/home/academics_home">http://www.ujaen.es/serv/vic/nt/home/academics_home</a>  <a href="http://estudios.ujaen.es/listadogrados">http://estudios.ujaen.es/listadogrados</a>

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

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Università Carlo Cattaneo – LIUC	I CASTELL 01	Cristina COLOMBO International Relations Office <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a> +39 0331 572 295	<a href="http://www.liuc.it">www.liuc.it</a>  <a href="http://www.liuc.it/international-office/incoming-students/">http://www.liuc.it/international-office/incoming-students/</a>
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### B. Mobility numbers<sup>3</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  Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration* ]	
E JAEN01	I CASTELL 01	0410	Business and administra tion	FIRST SECOND	2 stud x 5 = 10 months	
		0421	Law	FIRST/ SECOND	2 stud x 5 = 10 months	
		0710	Engineerin g and Engineerin g Trades	FIRST SECOND	2 stud x 5 = 10 months	
I CASTELL 01	E JAEN01	0410	Business and administra tion	FIRST SECOND	2 stud x 4 = 10 months	
		0421	Law	FIRST/ SECOND	2 stud x 4 = 10 months	
		0710	Engineerin g and Engineerin g Trades	FIRST SECOND	2 stud x 4 = 10 months	

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uls.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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	Staff Mobility for Training *
<i>[total number of days of teaching periods or average duration *]</i>					
E JAEN01	I CASTELL 01	0410	Business and administratio n	1*5	
		0421	Law	1*5	
		0710	Engineering and Engineering Trades	1*5	
I CASTELL 01	E JAEN01	0410	Business and administratio n	1*5	
		0421	Law	1*5	
		0710	Engineering and Engineering Trades	1*5	

### 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
E JAEN01	All	Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

<sup>4</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>

I CASTELL 01	All	Italian	English	B1 for both languages	B2 for both languages
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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**

### **E JAEN01:**

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

### **I CASTELL 01:**

**OUTGOING STUDENTS:** the selection of these students is done one year in advance and in 2 rounds. Students are selected according to the average of their marks and the language skills. If these last are not sufficient LIUC organises language preparation courses to upgrade the students' language skills. If these requirements are not met students are not allowed to carry out the exchange. They are allocated a host institution after having checked with an academic tutor that there is a suitable study plan for them in host institution and that the student meets the language requirements indicated by the partner university. The International Office then supports the students prior and during their exchange.

**INCOMING STUDENTS:** the International Office (I.O.) at LIUC supports both the partner university and the incoming students from the nomination to the departure. They provide information on all aspects from the practical ones to the academic ones and act as interface with all the departments involved in the university.

The I.O. supports students as far as the accommodation on campus is concerned, while the accommodation off campus is supported by the Erasmus Student Network. The I.O. works very close with this association to welcome exchange students and to help them to integrate in the social and academic life of the University.

The I.O. organises an Orientation Week upon arrival of students in both semester to help them carrying out all the procedures to finalise their enrolment to the University and to give them all the necessary information for their stay.

Before the end of each semester the I.O. organises as well a Predeparture Meeting to inform students what they have to do before leaving and more information on the transcript of records and the documents they have to complete before leaving.

## 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 CASTELL 01	Nomination by 15 <sup>th</sup> May  Submission of documents end of May	Nomination by 1 <sup>st</sup> November  Submission of documents mid November

2. The receiving institution will send its decision within 5 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 can be done with a notice of at least one academic year. For example this means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2015 will only take effect as of 1 September 2016. 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

#### 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

#### I CASTELL 01:

<http://www.liuc.it/wp-content/uploads/2016/04/EUROPEAN-CREDIT-TRANSFER-SYSTEM-ECTS-I-1.pdf>

## 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: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/Index">http://www.ujaen.es/serv/vicint/home/Index</a>
I CASTELL 01	Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a> +39 0331 572 295	<a href="http://www.liuc.it/international-office/incoming-students/1179-2/">http://www.liuc.it/international-office/incoming-students/1179-2/</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
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</a>
I CASTELL 01	Cristina COLOMBO  <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a>  +39 0331 572 295	<a href="http://www.liuc.it/international-office/incoming-students/1179-2/">http://www.liuc.it/international-office/incoming-students/1179-2/</a>


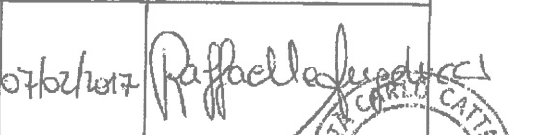
#### 4. Housing

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
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f">http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f</a> <a href="http://www.ujaen.es/serv/vicint/home/alojamiento">http://www.ujaen.es/serv/vicint/home/alojamiento</a>
I CASTELL 01	On campus Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a> +39 0331 572 295 Off campus Erasmus Student Network <a href="mailto:esn@liuc.it">esn@liuc.it</a>	<a href="http://en.liuc.it/campus-life/university-residence/">http://en.liuc.it/campus-life/university-residence/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization		
I CASTELL 01	Drs. Raffaella ANGELUCCI Head of the International Office	07/02/2017	

<sup>5</sup> Scanned signatures are accepted