



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2019 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)
UNIVERSITY OF PARIS EST VAL-DE-MARNE (UPEC)	F PARIS012	E-mail: <a href="mailto:ri@u-pec.fr">ri@u-pec.fr</a> Tel: +33 (0) 1 82694856 <b>Academic contact</b> <b>Faculté AEI:</b> María-Beatriz SALGADO E-mail: <a href="mailto:salgado@u-pec.fr">salgado@u-pec.fr</a>  <b>Chargée Relations Int.</b> <b>Faculté AEI:</b> Alice MARTINOT <a href="mailto:international-aei@u-pec.fr">international-aei@u-pec.fr</a> Tél: +33145171945 Fax: +33145171876	Faculty of Administration and International Exchanges <a href="http://aei.u-pec.fr/administration-et-echanges-internationaux-342216.kjsp?RF=ADMECH">http://aei.u-pec.fr/administration-et-echanges-internationaux-342216.kjsp?RF=ADMECH</a>  Learning French <a href="http://www.en.u-pec.fr/learning-french-377409.kjsp?RH=1280326443843&amp;RF=1280326888715">http://www.en.u-pec.fr/learning-french-377409.kjsp?RH=1280326443843&amp;RF=1280326888715</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:secret@ujaen.es">secret@ujaen.es</a>  Sebastian Bruque; International Mobility Programmes Coordinator ;	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</a>

		Phone +34 953 212620 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>	

## B. Mobility numbers<sup>1</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*]	
F PARIS012	E JAEN01	38	LAW	1 <sup>st</sup> , 2 <sup>nd</sup>	10x5 months= 50	
E JAEN01	F PARIS012	38	LAW	1st	10x5 months= 50	
				2nd	Not determined	

[\*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 period 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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
F PARIS012	E JAEN01	38	LAW	7	0
E JAEN01	F PARIS012	38	LAW	7	0

<sup>1</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>)

### 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>2</sup>	
				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
F PARIS012		French	English	B1	B2

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

PARIS012:

Incoming student: The original learning agreement (no copy is accepted) with the exams done by the student can be given or sent directly to him/her OR to the International Relations and Mobility Office of the student university.

For all other information, the student can get in touch the person in charge of the Faculty of Humanities and Human Sciences.

Outgoing student: The Learning Agreement or the changed Learning Agreement has to be given to the French student who will submit it to the approval of the professor coordinator of his/her mobility.

Students and Staff with disabilities:

<http://www.u-pec.fr/etudiant/vie-etudiante/etudes-et-handicap/accompagnement-des-etudiants-handicapes-282099.kjsp?RH=WEB-FR>

<sup>2</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>

## 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
F PARIS012	May, 31st	November, 15 th

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

2. E JAEN01: The receiving institution will send its decision within 2 weeks
3. E JAEN01: 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.

### PARIS012:

2. The UPEC will send a detailed Erasmus nomination list by e-mail or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).
3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [relint@u-pec.fr](mailto:relint@u-pec.fr)) or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).
4. The F PARIS012 will send its decision (information package) within 8 weeks at the maximum from the reception of the nominations.
5. Erasmus incoming student at UPEC has to collect the Transcript of Records before leaving the UPEC; otherwise the Transcript of Records will be issued and sent it to the personal post address of the student or to his university.
6. Termination or modification of the agreement:

A unilateral decision to discontinue or to change the exchanges notified to the other party will depend on each faculty.

## 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%
	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	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>
F PARIS012	Thomas OKON Incoming student officer, <a href="mailto:relint@u-pec.fr">relint@u-pec.fr</a>	<a href="http://www.u-pec.fr/">http://www.u-pec.fr/</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
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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>
F PARIS012	<a href="mailto:International-aei@u-pec.fr">International-aei@u-pec.fr</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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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>
F PARIS012	Thomas OKON Incoming student officer, <a href="mailto:relint@u-pec.fr">relint@u-pec.fr</a>	<a href="http://www.u-pec.fr/">http://www.u-pec.fr/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</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	11/12/13	
F PARIS012	Assita SIDIBE Erasmus Coordinator E-mail : <a href="mailto:assita.sidibe@u-pec.fr">assita.sidibe@u-pec.fr</a>	06.12.2013	

<sup>3</sup> Scanned signatures are accepted

