



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016/17-2021<sup>2</sup> 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>3</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; Director of International Mobility; Phone +34 953 212620 E-mail: <a href="mailto:jraez@ujaen.es">jraez@ujaen.es</a>  Allna 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/vicin/home/academics/home">http://www.ujaen.es/serv/vicin/home/academics/home</a>  <a href="http://estudios.ujaen.es/listadogradados">http://estudios.ujaen.es/listadogradados</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> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p><b>Heinrich Heine University Düsseldorf</b></p> <p>International Office</p> <p>40204 Düsseldorf Deutschland</p>	<p><b>D DUSSELD01</b></p>	<p><u>Institutional Coordinator:</u> <b>Dr. Anne Gellert (Ms.)</b> erasmusagreements@hhu.de</p> <p><u>Departmental Coordinator:</u> <b>Prof. Dr. Charlotte Kreuter-Kirchhof (Ms.)</b> ✉Kreuter-Kirchhof@hhu.de ☎+49 211 81-11435</p>	<p>Web page: International Office: <a href="http://www.hhu.de/erasmus-incomings">www.hhu.de/erasmus-incomings</a></p> <p>Law faculty: <a href="http://www.jura.hhu.de/internationale.html">http://www.jura.hhu.de/internationale.html</a></p> <p>Course catalogue: <a href="https://lsf.uni-duesseldorf.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=user&amp;type=0&amp;application=lsf">https://lsf.uni-duesseldorf.de/qisserver/servlet/de.his.servlet.RequestDispatcherServlet?state=user&amp;type=0&amp;application=lsf</a></p>
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**B. Mobility numbers<sup>4</sup> per 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 (average duration)	Student Mobility for Traineeships *
E JAEN01	D DUSSELD01	0421	Law	1 <sup>st</sup>	8 students / 5 months	
D DUSSELD01	E JAEN01	0421	Law	1 <sup>st</sup>	8 students / 5 months	

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 [average duration]	Staff Mobility for Training *
E JAEN01	D DUSSELD 01	0421	Law	1 person / 1 week	
D DUSSELD 01	E JAEN01	0421	Law	1 person / 1 week	

### 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>5</sup>	
				Student Mobility for Studies [Min. recommended level: B1]	Staff Mobility for Teaching [Min. 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
D DUSSELD01		German	English	B1 German B2 English	B2

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.

## D. Additional requirements

The Universities have the infrastructure to welcome students and staff with disabilities:

**D DUSSELD 01:** <http://www.uni-duesseldorf.de/home/shortcuts/BBST/> (Univ. Prof. Dr. med. Matthias Franz: [matthias.franz@uni-duesseldorf.de](mailto:matthias.franz@uni-duesseldorf.de))

## E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/medespeciales/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]
D DUSSELD01	April, 30 <sup>th</sup> (Nomination) July, 15 <sup>th</sup> (Application)	October, 31 <sup>st</sup> (Nomination) January, 15 <sup>th</sup> (Application)
E JAEN01	30 June	30 November

## F. Information

### 1. Grading systems of the institutions

#### D DUSSELD01:

There is no consistent grading system at the Heinrich Heine University. The grading system depends on every subject's examination regulations.

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

## 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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D DUSSELD01	Ms. Monika Lent-Öztürk (Incomings): ✉ <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a> ☎ +49-211-81-10726  Ms. Sabrina Sandmann (outgoings): ✉ <a href="mailto:outgoings-europa@hhu.de">outgoings-europa@hhu.de</a> , ☎ +49-211-81-10220	<a href="http://www.hhu.de/erasmus-incomings">http://www.hhu.de/erasmus-incomings</a>
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>

## 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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D DUSSELD01	Ms. Monika Lent-Öztürk (Incomings): ✉ <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a> ☎ +49-211-81-10726  Ms. Sabrina Sandmann (outgoings): ✉ <a href="mailto:outgoings-europa@hhu.de">outgoings-europa@hhu.de</a> , ☎ +49-211-81-10220	<a href="http://www.hhu.de/erasmus-incomings">http://www.hhu.de/erasmus-incomings</a>
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>

## 4. Housing

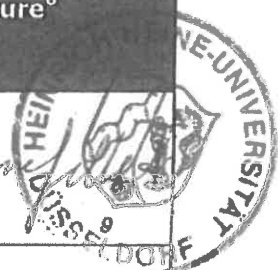
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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D DUSSELD01	Ms. Monika Lent-Öztürk (Incomings): ✉ <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a> ☎ +49-211-81-10726	<a href="http://www.hhu.de/erasmus-incomings">http://www.hhu.de/erasmus-incomings</a>
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/vi/cint/home/upload_buddy_extf">http://www.ujaen.es/serv/vi/cint/home/upload_buddy_extf</a>  <a href="http://www.ujaen.es/serv/vi/cint/home/alojamiento">http://www.ujaen.es/serv/vi/cint/home/alojamiento</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
D DUSSELD01	<b>Dr. Anne Gellert (Ms.)</b> <i>Head of the International Office</i>	29.9.2016	<i>i.A. Anne Gellert</i>
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	20.07.16	<i>[Signature]</i>



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