

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)
Fontys University of Applied Sciences Fontys School of Teacher Training for Secondary Education Tilburg	NL EINDHOV03	Olga Ligtoet Erasmus Institutional Coördinator O.ligtoet@fontys.nl +31653578580 Brenda de Vries Erasmus Advisor b.devries@fontys.nl +31 (0)885070490 Academic contact: Ms. Maaïke Bremmers-Geenen m.bremmersgeenen@fontys.nl Postal address: Fontys University of Applied Sciences Professor Goosenslaan 1 Building P1	http://fontys.edu/ Select short term programmes, then exchange programmes and finally teacher training programmes or social sciences (for the minor Global Development Issues) For more information on tailor made programmes contact O.Ligtoet.

		Att. Olga Ligvoet PO box 90900 5022 DM Tilburg The Netherlands	
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; 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://www.ujaen.es/serv/vicint/home/academics_home http://estudios.ujaen.es/listadogradados
[...]			

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 * [total number of months in the study periods + average duration*]	
E JAEN01	NL EINDHOV03					
		0114	Education	1 st and 2 nd	2 x 5 Months = 10 months	
		023	Languages	1 st and 2 nd	2 x 5 months = 10 months	
NL EINDHOV03	E JAEN01					
		0114	Education	1 st and 2 nd	2 x 5 Months = 10 months	

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>)

		023	languages	1st 2nd	2x5 = 10 months	
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[*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 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
E JAEN01	NL EINDHOV03	0114	Education	2 weeks (8 hours per week; 1 week per person)	Min. 2 days
		023	languages	5 days	5 days
NL EINDHOV03	E JAEN01	0114	Education	2 weeks (8 hours per week; 1 week per person)	Min. 2 days
		023	languages	5 days	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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching

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>

		Minimum recommended level (A1)		Minimum recommended level (B1)	
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
		Dutch	English	Minimum language requirement CEFR B2. Proof of language proficiency may be required: <ul style="list-style-type: none"> • FCE/CAE/CPE certificate; • TOEFL score 543-626 PBT or IBT 87-109 or higher; • IELTS score 5-6.5 or higher. A Skype interview may be part of the selection procedure	English 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

[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.]

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/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
NL EINDHOV03	Online registration: 1 st May	Online registration: 1 st October

[* 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.

NL EINDHOV03

All applications should be addressed to o.ligtvoet@fontys.nl. Letters of acceptance will be sent out to the students within 6 weeks after the deadline for application.

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. The Transcript of Records will be scanned in and send by e-mail.

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

Grading systems of the receiving institute

NL EINDHOV03

The European Credit Transfer System is the exclusive credit system at Fontys.

The content of the exchange programme along with the credits are laid down in the Learning Agreement. The period abroad is part of the curriculum and as such fully recognized. A Transcript of Records is being used as a compulsory tool.

Apart from these criteria, all Fontys Schools have explicit requirements regarding grades, motivation and competences the student must meet before he/she is allowed to study abroad. All students have a personal study career supervisor who helps them to follow the right procedures.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

TEN POINT GRADING SYSTEM

At Fontys University of Applied Sciences a ten point system is used. A grade of 10 is the highest and 6 is the minimum pass grade.

Grade	Meaning
10	Outstanding
9	Very good
8	Good
7	More than satisfactory
6	Satisfactory
5	Almost satisfactory
4	Unsatisfactory

- 3 Very unsatisfactory
- 2 Poor
- 1 Very poor

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: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/index
NL EINDHOV03	internationalstudents@fontys.nl tel. 0031 (0)8850 74033 For incoming students	www.fontys.edu

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: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/seguro_sanitario
NL EINDHOV03	internationalstudents@fontys.nl tel. 0031 (0)8850 74033 For incoming students	www.fontys.edu

NL EINDHOV03

There is no automatic insurance coverage at Fontys University of Applied Sciences. However, in The Netherlands you are obliged by law to have health insurance. The third party liability insurance cover (with global coverage of up to EUR 1,250,000) is strongly recommended, as well as the repatriation insurance cover. Fontys University of Applied Science cannot be held liable if a student/trainee does not have (sufficient) insurance cover. Every student enrolled at Fontys is expected to have fulfilled his/her insurance obligations. Fontys will take out an insurance for applicants when requested.

4. Housing

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


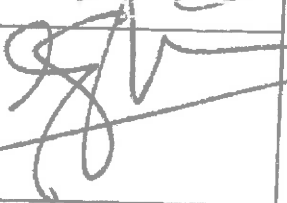
Information and assistance can be provided by the

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Aina 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/alojamiento
NL EINDHOV03	internationalstudents@fontys.nl tel. 0031 (0)8850 74033 For incoming students	www.fontys.edu

NL EINDHOV03

Fontys University of Applied Sciences provides help with the search for accommodation off-campus. Rent of rooms is between € 350,- / € 450,- per month.

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	14.11.16	
NL EINDHOV03	Dhr. Johan Struik Deputy Director Fontys School of Teacher Training for Secondary Education Tilburg	17-10- 2016	

³ Scanned signatures are accepted

