



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2015-20[21]<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
Università degli Studi di Foggia Foggia, Italy	I FOGGIA03	Giulio Esposito Erasmus Coordinator <a href="mailto:erasmus@unifg.it">erasmus@unifg.it</a>	<a href="http://en.unifg.it/teaching/courses">http://en.unifg.it/teaching/courses</a>
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ;	<a href="http://www.ujaen.es/serv/vicint/home/academics_home">http://www.ujaen.es/serv/vicint/home/academics_home</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> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		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>  Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://estudios.ujaen.es/listadogradados">http://estudios.ujaen.es/listadogradados</a>
[...]			

### B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I FOGGIA03	E JAEN01		ECONOMICS LAW EDUCATION, TEACHER TRAINING	1 <sup>st</sup> ,2 <sup>nd</sup>	6 students for each area x 9 months	
E JAEN01	I FOGGIA03		ECONOMICS LAW EDUCATION, TEACHER TRAINING	1 <sup>st</sup> ,2 <sup>nd</sup>	6 students for each area x 9 months	

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

<sup>5</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>)

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  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I FOGGIA03	E JAEN01			5	5
E JAEN01	I FOGGIA03			5	5
				5	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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I FOGGIA03		Italian	English	B1	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

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>6</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>

## D. Additional requirements

### 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]
I FOGGIA03	15 <sup>th</sup> July	15 <sup>th</sup> Decemebr
E JAEN01	30 June	30 November

*[\* 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.

## 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		A+	Top

		10		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

<http://en.unifg.it/international/studying-unifg/incoming-students-0>

Contact details: [erasmus@unifg.it](mailto:erasmus@unifg.it)

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I FOGGIA03	<a href="mailto:erasmus@unifg.it">erasmus@unifg.it</a>	<a href="http://en.unifg.it/international/studying-unifg/incoming-students-0">http://en.unifg.it/international/studying-unifg/incoming-students-0</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. Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I FOGGIA03	<a href="mailto:erasmus@unifg.it">erasmus@unifg.it</a>	<a href="http://en.unifg.it/international/studying-unifg/incoming-students-0">http://en.unifg.it/international/studying-unifg/incoming-students-0</a>

E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	<a href="http://www.ujaen.es/serv/vicint/home/seguero_sanitario">http://www.ujaen.es/serv/vicint/home/seguero sanitario</a>
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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 following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I FOGGIA 03	<a href="mailto:accomodationesnasefoggia@gmail.com">accomodationesnasefoggia@gmail.com</a>	<a href="http://en.unifg.it/international/studying-unifg/incoming-students-0">http://en.unifg.it/international/studying-unifg/incoming-students-0</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/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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
I FOGGIA03	Prof. Claudia Piccoli Vice-Rector		 Università di Foggia 

<sup>7</sup> Scanned signatures are accepted

E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization		 
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