



EUROPA-UNIVERSITÄT  
VIADRINA  
FRANKFURT (ODER)

# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-21

between

**Europa-Universität Viadrina, Frankfurt (Oder), Germany**

and

**Universidad de Jaén, Spain**

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)
Europa-Universität Viadrina Frankfurt (Oder)	D FRANKFU08	Torsten Glase ( <a href="mailto:outgoing-wiwi@europa-uni.de">outgoing-wiwi@europa-uni.de</a> , +49 335 5534 2486)	<a href="http://www.wiwi.europa-uni.de/de/studium/modulangebot/index.html">http://www.wiwi.europa-uni.de/de/studium/modulangebot/index.html</a>
UNIVERSIDAD DE JAÉN	E JAEN01	M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</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.

		E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Sebastian Bruque; International Mobility Programmes Coordinator ; 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>	
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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 ]	Sub ject area cod e * [ISC ED]	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 *
D FRANKFU 08	E JAEN01	340	Business Administration	1 <sup>st</sup>	2 x 10 (= 20)	
E JAEN01	D FRANKFU 08	340	Business Administration	1 <sup>st</sup>	2 x 10 (= 20)	

[\*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.]

<sup>3</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>)

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 *
D FRANKFU08	E JAEN01	340	Business Administration	1	TBD
E JAEN01	D FRANKFU08	340	Business Administration	1	TBD

### 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>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D FRANKFU08		English	German	English or German B1 - B2	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.

<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>

## D. Additional requirements

Students should:

- have finished their first year of Bachelor studies
- meet entry requirements for the selected courses

Other conditions may be stated in the bilateral agreement.

The Europa-Universität Viadrina has the infrastructure to welcome students and staff with disabilities.

## 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 FRANKFU08	October - February	April - July
E JAEN01	June, 30th	November, 30th

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

2. The receiving institution will send its decision within 4 – 6 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

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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

Information on the ECTS-Grading system can be found here:

<http://www.europa-uni.de/en/internationales/euvstudis/ects/index.html>

#### **E JAEN01**

Grade in Spanish Academic	Definition	Numerical mark	Estimated ECTS Grade	Definition
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Records				
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%
	Suspensio	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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	<a href="http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html">http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html</a>
E JAEN01	David Peñafuente; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	<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>

## **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>
D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	<a href="http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html">http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html</a>

E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	<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>
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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
D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	<a href="http://www.europa-uni.de/en/internationales/internationales/praktinfos/wohnen.html">http://www.europa-uni.de/en/internationales/internationales/praktinfos/wohnen.html</a>  Further on: <a href="http://www.studentenwerk-frankfurt.de/2011/">http://www.studentenwerk-frankfurt.de/2011/</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	<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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
D FRANKFU08	Petra Weber  Director Department of International Affairs	21.10.2013	
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	20/11/13	

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