



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020 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)
FURTWANGEN UNIVERSITY	D FURTWAN01	Institutional coordinator: Anette Kohler Deputy Director International Center Furtwangen University International Center Jakob-Kienzle Str. 17 78054 Villingen-Schwenningen, Germany Tel + 49 7720 307 4290 Fax + 49 7720 307 3109 koa@hs-furtwangen.de Departmental coordinator: Lucy Lachenmaier HFU Business School lal@hs-furtwangen.de	Website English: http://en.hs-furtwangen.de/ Website English Courses: http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students/programmes-in-english.html

UNIVERSIDAD DE JAÉN	E JAEN01	<p>M^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es</p> <p>Sebastian Bruque, International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es</p> <p>David Peñafuerte, International Relations Officer, Phone +34 953 213479 E-mail: dprendon@ujaen.es</p>	http://www.ujaen.es/serv/vicint/home/academics_home.php
---------------------	----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------

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 of the study periods or average duration*]	
E JAEN01	D FURTWAN01	041	BUSINESS AND ADMINIST RATION	1st	2x5mon=20	-----
		071	Engineerin g and engineerin g trades	1st	2x5mon=20	-----
D FURTWAN01	E JAEN01	041	BUSINESS AND ADMINIST RATION	1st	2x5mon=20	-----
		071	Engineerin g and engineerin g trades	1st	2x5mon=20	-----

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>)

*[*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 <i>[total number of days of teaching periods or average duration ']</i>	Staff Mobility for Training <i>'</i>
E JAEN01	D FURTWAN01	041	BUSINESS AND ADMINISTRATION	5 days	5 days
		071	Engineering and engineering trades	5 days	5 days
D FURTWAN01	E JAEN01	041	BUSINESS AND ADMINISTRATION	5 days	5 days
		071	Engineering and engineering trades	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 [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
D FURWAN01		German	English (only some courses)	English B1 is recommended	-

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

D FURWAN01

The International Center offers a special German Language Course free of charge for incoming students each semester in two different levels. In this way, the international students easily and quickly adapt to the daily life in Germany, as well as into the academic world of our university.

Orientation Programme is organized for exchange students for having a better start to their studies in our university. Participation is mandatory.

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>

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
D FURTWAN01	1 May	1 November

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

2. E JAEN01: The receiving institution will send its decision within 2 weeks.
- D FURTWAN01: HFU will send its decision within [5] weeks after the deadline.
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.
D FURTWAN01: A Transcript of Records will be issued by HFU no later than [5] weeks after the assessment period has finished at the receiving HEI (Higher Education Institution).
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	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

D FURTWAN01

At HFU grades are expressed in whole numbers, ranging from 1 for outstanding work to 5 for insufficient performance. Decimals are added for greater meaning.

Grade	Definition
1.0 - 1.5	very good (rarely achieved)
1.6 - 2.5	good (well above the average)
2.6 - 3.5	satisfactory (meets the normal requirements)
3.6 - 4.0	sufficient (pass)
4.1 - 5.0	fail (insufficient)

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: dprendon@ujaen.es	http://www.ujaen.es/serv/vicin/home/portada.php?idioma=en
D FURTWAN01	International-fu@hs-furtwangen.de International-vs@hs-furtwangen.de International-tut@hs-furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students.html

D FURTWAN01

Non-EU students must apply for a visa in their resident country. Students from certain Non-EU countries can enter Germany without a visa (please check the websites of the German embassy in your home country for details).

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	David Peñafuente; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
D FURTWAN01	International-fu@hs- furtwangen.de International-vs@hs- furtwangen.de International-tut@hs- furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students.html

D FURTWAN01

Health Insurance:

Non-EU students must take out a German compulsory health insurance or get an exemption letter issued by a German statutory health insurance company if their home insurance covers medical treatment in Germany.

We strongly recommend that students take out a travel insurance for their flight and the first days in Germany before enrolment.

EU students must bring their EHIC (European Health Insurance Card).

Accident and Liability Insurance:

We strongly recommend students to take out accident and liability insurance

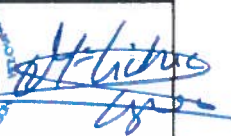

4. Housing

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: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
D FURTWAN01	International-fu@hs- furtwangen.de International-vs@hs- furtwangen.de International-tut@hs- furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students/accommodation.html

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 June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	25-03-14	
D FURTWAN01	Anette Kohler, Deputy Director International Center	31.03.14	 HOCHSCHULE FURTWANGEN Furtwangen University of Applied Sciences International Center Robert-Gerwig-Platz 1 78120 Furtwangen

³ Scanned signatures are accepted