



Erasmus+ Programme

Key Action 1: Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021

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.

For the avoidance of doubt, nothing herein is intended to diminish the full autonomy of either institution. This Agreement constitutes the entire agreement between the parties, and supersedes all prior communications and agreements with respect to the subject matter.

A Institutional Information

Name of Institution and Erasmus ID code	Contact details and website
Glasgow Caledonian University (GCU) UK GLASGOW08 Cowcaddens Road, Glasgow G4 0BA	Institutional Co-ordinator: Rhona Hodgart Exchange & Study Abroad Manager T: +44 (0) 141 331 8270, Rhona.Hodgart@gcu.ac.uk
	Debbie Colquhoun, Exchange Administrator T: +44 (0) 141 331 8288, debbie.colquhoun@gcu.ac.uk
	Academic Exchange Co-ordinator: Andrew Quinn T: +44 (0) 141 331 8087, E: A.Quinn@gcu.ac.uk www.gcu.ac.uk/studyabroad
UNIVERSIDAD DE JAÉN E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization ; +34 953 212194, secrel@ujaen.es Sebastian Bruque; International Mobility Programmes Coordinator ; +34 953 212620, sbruque@ujaen.es David Peñafuerte; International Relations Officer; +34 953 213479, dprendon@ujaen.es http://www.ujaen.es/serv/vicint/home/academics_home.php

B Mobility numbers and subjects per academic year

During the term of this Agreement, places will be made available at each institution on an annual basis according to the target numbers below. However, in order to ensure reciprocity, the number

of places available may be reviewed each year and agreed by the end of January in the preceding academic year. Both institutions will endeavour to ensure balance over the term of this Agreement.

From	To	Subject area code	Subject area name	Study cycle/ level	No. of student mobility periods (semesters)
UK GLASGOW08	E JAEN01	0732 041	Building & Civil Engineering Business and administration	First Cycle/ Bachelors 1st	2 students-1 trimester or 1 student-2 trimesters 4 students for 5 months 2014/15 only
E JAEN01	UK GLASGOW08	0732 041	Building & Civil Engineering Business and administration	First Cycle/ Bachelors 1st	2 students-1 trimester or 1 student-2 trimesters 4 students for 5 months 2014/15 only
From	To	Subject area code	Subject area name	No. and average duration of staff mobility periods (days)	
UK GLASGOW08	E JAEN01	0732 041	Building & Civil Engineering Business and administration	1 (5) 1 (5) 2014/15 only	
E JAEN01	UK GLASGOW08	0732 041	Building & Civil Engineering Business and administration	1 (5) 1(5) 2014/15 only	

C Recommended language skills

Host institution	Language of instruction 1	Language of instruction 2	Required level of language of instruction*
UK GLASGOW08	English*	N/A	N/A
	*Student Candidates are required to meet GCU English language entry requirements: http://www.gcu.ac.uk/study/internationalstudents/howtoapply/englishlanguage requirements/ GCU can advise on language courses at local partner Colleges upon request.		
E JAEN01	Spanish	English	B1
	Student: Spanish B1; or English B1 for courses taught in English Staff: Spanish B2; or English B2 for courses taught in English		

D Additional requirements

1 Selection and Admission

1. All students must have completed at least one year of full-time study at the home institution prior to commencement of the student exchange. GCU direct entry students into year 3 must have completed one trimester of full-time study.
2. Student Candidates whose first language is not English are required to meet GCU English language entry requirements:
<http://www.gcu.ac.uk/study/internationalstudents/howtoapply/englishlanguagerequirements/>
3. Each institution reserves the right to reject Student Candidates put forward on academic grounds.
4. Neither institution will deny participation to students on the grounds of race, colour, religion, sexuality, national origin, gender, creed, age or disability.
5. Students will be admitted as full-time, non-graduating Exchange Students at each institution.
6. Each institution will advise Exchange Students pre-departure on the academic and cultural differences at the host institution and country.
7. Each institution will provide an Adviser who will act as a point of contact during the Student Exchange and meet with them after their arrival.

2 Course of Study

1. This programme is restricted to students at GCU and the Host Institution who are formally enrolled in a degree programme:

Institution	Course eligibility for Inbound Students
UK GLASGOW08	GCU module requirements are stated at: http://www.gcu.ac.uk/study/modules/
E JAEN01	All courses

2. GCU Exchange Students will enrol in a standard full-time study load and complete all relevant assessment in accordance with GCU rules and policies.
3. Each institution must advise immediately if an Exchange Student withdraws from or fails to complete their approved course.

3 Tuition Fees and Other Costs

1. Exchange Students accepted under this Agreement are exempt from tuition fees at the Host Institution and will continue to pay their normal tuition fee to the Home Institution.
2. Exchange Students may be charged other fees as students of the Host Institution (e.g. field trip costs, sports membership).
3. All living costs (including travel and accommodation costs) are the responsibility of the participating students and neither Institution is responsible for these costs.

4 Access and Regulation

1. Exchange Students are entitled to the same rights and privileges (including academic and library resources, and student support services), as students normally enrolled at the Host Institution.
2. Exchange Students are subject to the same rules and regulations as students normally enrolled at the Host Institution. Exchange Students continue to be subject to the rules and regulations of the Home Institution while at the Host Institution.
3. The Host Institution will provide Exchange Students with a full and clear orientation to the Institution, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
4. The Host Institution will comply with all relevant health and safety legislation of the country in which the Host Institution is located.
5. In cases of serious accidents or incidents involving the Exchange Student or breaches of discipline by the Exchange Student, the Host Institution will advise and consult with contacts at the Home Institution.

E Calendar

1. Semester dates are available at:

UK GLASGOW08	http://www.gcu.ac.uk/theuniversity/calendar/
E JAEN01	http://www.ujaen.es/serv/vicint/home/academics_home.php?subtitle=ca

2. Applications for students must reach the Host Institution by:

Institution	Autumn term (Semester One and Full Year entry)	Spring term (Semester Two entry)
UK GLASGOW08	Trimester 1 entry: 2 June 2014 (15 September - 19 January 2015)	Trimester 2 entry: 3 November 2014 (13 January - 2 May 2015)
E JAEN01	30 June	30 November

3. Applications submitted to GCU before the above deadlines will be processed as quickly as possible.
4. A Transcript of Records will be issued by the host institution after the assessment period has finished. For Full Year students, the transcript will be issued only after the end of the second semester of study. The transcript will be sent to the institutional contact, unless otherwise agreed.
5. Either party may terminate the Agreement at any time, and for any reason. Notice must be given in writing 12 months in advance. Notice of termination does not affect any Exchange Students who have already commenced or been accepted by either Institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F Information

1 Grading Systems

Each Institution will provide the other with clear grading scales and marking criteria as part of the Exchange Agreement, and will inform the other Institution should these change.

UK GLASGOW08	<p>2 GCU credits (SCOTCAT) = 1 ECTS credit. Trimester: 60 SCOTCAT = 30 ECTS Year: 120 SCOTCAT = 60 ECTS</p> <p>Assessments at GCU may take a variety of formats and instruments of assessment. Clear details on the format and structure of any coursework or examination forming part of the overall assessment for a module will be made available to students within the module handbook. A guide to the marking criteria specific to the module will also be included and should provide clear guidance to students on what is expected. Examples of the marking criteria which may be used for marking assessments within a specific module are included in the appendices to the University Assessment Regulations which can be accessed at http://www.gcu.ac.uk/gag/regulationsandpolicies/.</p> <p>The module pass mark for undergraduate programmes is normally 40% and for postgraduate programmes specified in the module handbook.</p> <p>For honours programmes:</p> <ul style="list-style-type: none"> • Marks between 70-100% equate to the performance expected of a 1st class honours candidate; • Marks between 60-69% equate to the performance expected of a 2i class honours candidate; • Marks between 50-59% equate to the performance expected of a 2ii class honours candidate; • Marks between 40-49% equate to the performance expected of a 3rd class honours candidate.
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

2 Immigration

1. The Host Institution will provide students with the relevant documentation to assist in obtaining a student visa. However, the final responsibility for obtaining necessary visas and documents rests with the student.
2. The Home Institution will provide assistance to outbound students who require a student visa. However, the final responsibility for obtaining necessary visas and documents rests with the student.
3. Each Institution will meet any national regulations with regard to the registration, monitoring and supervision of overseas exchange students and supply the other Institution with any information these regulations require.
4. Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details	Website
UK GLASGOW08	T: +44 (0) 141 331 8270/8288 incomingstudents@gcu.ac.uk outgoingstudents@gcu.ac.uk	<a href="http://www.gcu.ac.uk/study/exchangestu
dyabroad/incoming/erasmus/">http://www.gcu.ac.uk/study/exchangestu dyabroad/incoming/erasmus/
E JAEN01	David Peñafuerte; International Relations Officer; +34 953 213479 dprendon@ujaen.es	<a href="http://www.ujaen.es/serv/vicint/home/p
ortada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/p ortada.php?idioma=en

3 Insurance

1. Students from the Host Institution are covered for all health care excluding dentistry as per the box below.
2. Other details are as follows:


UK GLASGOW08	<p>Inbound Students: Students registered for a trimester or year are entitled to free health care (not dentistry work) under the UK's National Health Service (NHS), students register with a local Health Centre at the start of their exchange period. http://www.gcu.ac.uk/student/international/welcome/onceyouarrive/ Students living in GCU's accommodation are advised to insure their own belongings. Student's parents may extend a "Home Contents" policy while they are away from home or special student policies are available. The University is not responsible for any loss or damage.</p> <p>Outbound Students: All outbound students are covered by the University's travel insurance policy: http://www.gcu.ac.uk/financeoffice/travelinsurance/</p>
E JAEN01	<p>David Peñafuerte; International Relations Officer; +34 953 213479 dprendon@ujaen.es http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</p>

4 Accommodation

1. Accommodation is not guaranteed, but the Host Institution will make every reasonable effort to assist inbound students, according to the requirements of the Erasmus Charter for Higher Education.
2. Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the Host Institution's stipulated deadline. Accommodation, if provided, will be charged at the standard rates, and will be restricted to the Exchange Student and will not extend to dependants or spouses.
3. Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details	Website
UK GLASGOW08	T: +44 (0) 141 331 3980 accommodation@gcu.ac.uk	http://www.gcu.ac.uk/study/undergraduate/accommodation/
E JAEN01	David Peñafuerte; International Relations Officer; +34 953 213479 dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en

G Signatures (legal representatives)

Institution	Name and function	Date	Signature
UK GLASGOW08	Rhona Hodgart, Exchange & Study Abroad Manager	16/7/14	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	15/07/14	