



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 **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)
HANZE UNIVERSITY OF APPLIED SCIENCES, GRONINGEN, The Netherlands	NL GRONING03	Dr. P.E. (Els) van der Werf; Institutional Coordinator Erasmus + p.e.van.der.werf@pl.hanze.nl contact: Ms. Emma Doesburg +31-50-5957551 e.c.doesburg@pl.hanze.nl P.O. Box 30030 9700 RM Groningen The Netherlands	www.hanze.nl/home/international www.hanzegroningen.eu
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Sebastian Bruque; International Mobility Programmes Coordinator ;	http://www.ujaen.es/serv/vicint/home/academics_home.php

		Phone +34 953 212620 E-mail: sbruque@ujaen.es	
		David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	

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.

Students

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	NL GRONING03	34	BUSINESS AND ADMINIST RATION	1st	2/18	
				0	0/0	
				0	0/0	
NL GRONING03	E JAEN01	342	BUSINESS STUDIES, MANAGEME NT SCIENCE	1st	2/18	
				0	0/0	
				0	0/0	

[*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.]

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>)

Teaching Staff

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 *
E JAEN01	NL GRONING03	34	BUSINESS AND ADMINISTRATION	Teaching staff: 1 Number of days: 7	0
NL GRONING03	E JAEN01	342	BUSINESS STUDIES, MANAGEMENT SCIENCE	Teaching staff: 1 Number of days: 5	0

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
NL GRONING03	All subject areas	English	Dutch	English: Exchange students are not required to submit proof of their proficiency in English. Partner institutions are expected to select	English: Minimum recommended CEFR level: B2-C1.

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>

				students who meet the requirements for fee-paying Bachelor students: TOEFL 550 or IELTS 6.0. Dutch: Minimum recommended level: NT2-II	
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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.]

For Hanze University of Applied Sciences, Groningen:

Exchange students are only accepted on the basis of a nomination by the home institution.

Exchange students are required to complete the online application procedure:
www.hanze.nl/applicationexchange

Study programmes that are open to exchange students may have additional requirements. See programme specific information at:
www.hanze.nl/exchange

Hanze UAS has the appropriate infrastructure for students and staff with disabilities. However, it is important to note that Hanze UAS is informed well in advance of the special needs of the exchange student or staff member.

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 GRONING03	1 June	1 November

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

2. E JAEN01 and NL GRONING03: The receiving institution will send its decision within 3 weeks
3. E JAEN01 and NL GRONING03: 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

E JAEN01: 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 GRONING03: Termination of the agreement

This Agreement shall be effective for the period 2014-2021. If either Institution wishes to terminate the agreement, one year's notice must be given in writing. For example, notice to terminate mobility from 2015/16 must be given by 1 September 2014. 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

For Hanze University of Applied Sciences, Groningen:

<http://www.hanze.nl/home/International/About+Groningen/About+the+Netherlands/Higher+education+in+the+Netherlands/dutch-grading-system.htm>

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/vicint/home/portada.php?idioma=en
NL GRONING 03	International Student Office	http://www.hanze.nl/home/International/Practical+matters/Immigration/

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 Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
NL GRONING 03	International Student Office	http://www.hanze.nl/home/International/Practical+matters/Health+care+and+Insurance/



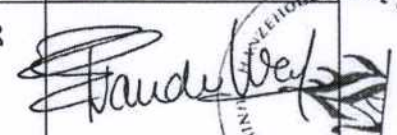

4. Housing

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 following persons 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/vicint/home/portada.php?idioma=en
NL GRONING 03	International Student Office	http://www.hanze.nl/home/International/Practical+matters/Housing/

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	18/11/2012	 
NL GRONING 03	On behalf of the Executive Board of Hanze UAS: Dr. P.E. (Els) van der Werf, Institutional Coordinator Erasmus +	11/11/13	 

³ Scanned signatures are accepted