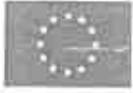


archivo



# Erasmus+ Programme

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

## **Inter-institutional agreement 2019-2021** **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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details</b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
Hochschule Heilbronn	D HEILBRO01	<b>Administrative contact:</b> Jutta Krieger, Erasmus+ Institutional Coordinator +49(0)7131 504-543 jutta.krieger@hs-heilbronn.de  <b>Departmental contact:</b> <i>Faculty Management and Sales (Schwäbisch Hall):</i> Prof. Dr. Joachim Vogt, Joachim.vogt@hs-heilbronn.de	<a href="http://www.hs-heilbronn.de">www.hs-heilbronn.de</a> <a href="https://fiona.hs-heilbronn.de/332464/fakultaten-und-studiengaenge">https://fiona.hs-heilbronn.de/332464/fakultaten-und-studiengaenge</a>  <a href="https://fiona.hs-heilbronn.de/6170831/international-course-offer">https://fiona.hs-heilbronn.de/6170831/international-course-offer</a>
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es  Juan Ráez Padilla; Director of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es	<a href="http://www.ujaen.es/serv/vicintl/home/academics_home">http://www.ujaen.es/serv/vicintl/home/academics_home</a>  <a href="http://estudios.ujaen.es/listadogradados">http://estudios.ujaen.es/listadogradados</a>

		Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	
--	--	--	--

## B. Mobility numbers<sup>1</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]	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	Student Mobility for Traineeships *
E JAEN01	D HEILBRO01	041	Business	1st	10 months (2 students à 5 months)	
D HEILBRO01	E JAEN01	041	Business	1st	10 months (2 students à 5 months)	

[\*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	Staff Mobility for Training *
E JAEN01	D HEILBRO01	041	Business	1 teacher à 5 days	
D HEILBRO01	E JAEN01	041	Business	1 teacher à 5 days	

<sup>1</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>)

### 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>2</sup>	
				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 HEILBRO01		German	English	B1	B2

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.]*

#### E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

#### D HEILBRO01:

Information for mobile students/staff with disabilities is available at: <https://fiona.hs-heilbronn.de/studieren-mit-beeintraechtigungen>

<sup>2</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>

## 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 HEILBRO01	Nomination deadline: 1st May application deadline: 15th May	nomination deadline: 15th Nov. application deadline: 1st Dec.

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

2. E JAEN01: The receiving institution will send its decision within 2 weeks  
 D HEILBRO01: The receiving institution will send its decision within 8 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]*

D HEILBRO01: A transcript of records will be issued in September for exchange in spring semester and March for exchange in winter semester. Exchange students may find information on their results four weeks after the assessment period has finished via: <https://stud.zv.hs-heilbronn.de>

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%
	Suspense	0-4.9	FX-F	Not Pass

**D HEILBRO01:** Information on grades is available at:  
[http://www.hs-heilbronn.de/3097768/01\\_allgemeines](http://www.hs-heilbronn.de/3097768/01_allgemeines)  
[http://www.hs-heilbronn.de/3097878/05\\_studien\\_und\\_pruefungsordnung](http://www.hs-heilbronn.de/3097878/05_studien_und_pruefungsordnung)

ECTS GRADE:		National Grade (Hochschule Heilbronn)	
A	Excellent	=	1,0 1,3
B	Very Good	=	1,7 2,0
C	Good	=	2,3 2,7
D	Satisfactory	=	3,0 3,3
E	Sufficient	=	3,7 4,0
FX	Fail	=	4,7
F	Fail	=	5,0

## 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	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>
D HEILBRO01	lo-incomings@hs-heilbronn.de phone: +49(0)7131 504-263 or - 6836	<a href="https://www.hs-heilbronn.de/incomings">https://www.hs-heilbronn.de/incomings</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail:	<a href="http://www.ujaen.es/serv/vicint/home/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</a>

	<a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	
D HEILBRO01	lo-incomings@hs-heilbronn.de phone: +49(0)7131 504-263 or -6836	<a href="https://www.hs-heilbronn.de/incomings">https://www.hs-heilbronn.de/incomings</a>



#### 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 contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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>
D HEILBRO01	lo-incomings@hs-heilbronn.de phone: +49(0)7131 504-263 or -6836	<a href="https://www.hs-heilbronn.de/incomings">https://www.hs-heilbronn.de/incomings</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	22/01/19	
D HEILBRO01	Prof. Dr. Ruth Fleuchaus, Vice President Internationalisation		

<sup>3</sup> Scanned signatures are accepted