



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20² **between programme countries**

[Minimum requirements]³

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 details⁴ (email, phone)	Website (eg. of the course catalogue)
Technische Hochschule Ingolstadt	INGOLST01	Juan Barbero (outgoing students) juan.barbero@thi.de +49 841 9348 7740 Christine Ellis (incoming students) Christine.ellis@thi.de +49 841 9348 4870	
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of	

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Sebastian Bruque: International Mobility Programmes Coordinator ; 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 numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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*]	
D INGOLST 01	E JAEN01	04.0/340	Business Studies, Manage ment Science	1 st 2 nd	2x10	
		06.0/52	Engineer ing and Technolo gy	1 st 2 nd	2x10	
		11.3/481	Computi ng	1 st 2 nd	2x10	
E JAEN01	D INGOLST0	04.0/340	Business Studies,	1 st	2x10	

⁵ 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>)

	1		Management Science	2 nd		
		06.0/52	Engineering and Technology	1 st 2 nd	2x10	
		11.3/481	Computing	1 st 2 nd	2x10	

[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D INGOLSTO 1	E JAEN01	04.0/340	Business Studies, Management Science	1 week 8h/week	1 week
		06.0/52	Engineering and Technology	1 week 8h/week	1 week
		11.3/481	Computing	1 week 8h/week	1 week
JAEN01	INGOLST01	04.0/340	Business Studies, Management Science	1 week 8h/week	1 week
		06.0/52	Engineering and Technology	1 week 8h/week	1 week

			y		
		11.3/481	Computing	1 week 8h/week	1 week

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D INGOLST01		English	German	B1	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 [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.]

⁶ 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]
D INGOLST01	15 th June	15 th January
E JAEN01	30 June	30 November

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

2. The receiving institution will send its decision within 4 weeks after end of application deadline.
- E JAEN01: The receiving institution will send its decision within 2 weeks
3. A Transcript of Records will be issued by the receiving institution at the receiving HEI.
- D INGOLST01: For exchanges in winter semester transcripts will be issued in March, for exchanges in summer semester transcripts will be issued in September. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
- 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]*
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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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. 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
D INGOLST01	christine.ellis@thi.de +49 841 9348 4870	http://www.thi.de/en/studies/international.html
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

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
INGOLST01	christine.ellis@thi.de	http://www.thi.de/en/studies/international.html

	+49 841 9348 4870	html
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

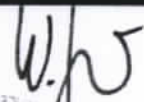
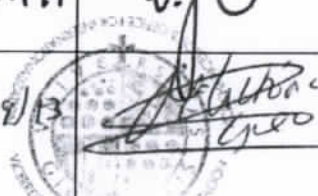
4. Housing

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
INGOLST01	christine.ellis@thi.de +49 841 9348 4870	http://www.thi.de/en/studies/international.html
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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
INGOLST01	Prof. Dr. Walter Schober, President	25/05/13	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	20/08/13	

⁸ Scanned signatures are accepted