



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 03.03.2014- 31.07.2021

#### between programme countries

#### [Minimum requirements]<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Name in English: JAMK University of Applied Sciences  Name in native language: Jyväskylän ammattikorkeakoulu  Acronym: JAMK  This agreement concerns the following School(s) at JAMK: School of Technology	SF JYVASKY11	<ul style="list-style-type: none"><li>Erasmus Institutional Coordinator: Nina Björn, International Relations Manager Rajakatu 35, 40200 Jyväskylä, Finland tel. 358 40 585 6791 nina.bjorn@jamk.fi</li><li>Incoming Exchange students (to JAMK): <a href="mailto:incoming@jamk.fi">incoming@jamk.fi</a></li><li>Outgoing Exchange students (from JAMK): <a href="mailto:outgoing@jamk.fi">outgoing@jamk.fi</a></li></ul>	<a href="http://www.jamk.fi">www.jamk.fi</a>  General information for incoming Exchange Students: <a href="http://www.jamk.fi/For-incoming-exchange-and-double-degree-students">www.jamk.fi/For-incoming-exchange-and-double-degree-students</a>  Courses taught in English for incoming Exchange Students: <a href="http://www.jamk.fi/Study-Programmes-and-Courses-offered-for-">www.jamk.fi/Study-Programmes-and-Courses-offered-for-</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<ul style="list-style-type: none"> <li>• Agreements: <a href="mailto:international.agreements@jamk.fi">international.agreements@jamk.fi</a></li> <li>• Incoming staff mobility: application form at <a href="http://www.jamk.fi/en/JAMK-information/international/For-visitors/">http://www.jamk.fi/en/JAMK-information/international/For-visitors/</a></li> <li>• Academic advisors of the Schools: <a href="http://www.jamk.fi/en/JAMK-information/international/Contact-information-for-international-activities/">http://www.jamk.fi/en/JAMK-information/international/Contact-information-for-international-activities/</a></li> </ul>	<b>Exchange-and-Double-Degree-Students</b> General information for visiting teachers/staff members: <a href="http://www.jamk.fi/For-visitors">www.jamk.fi/For-visitors</a>
Name in English: UNIVERSITY OF JAEN  Name in native language: Universidad de Jaén  Acronym: UJA  Spain  This agreement concerns the following School(s)/department(s)/faculties: partner please specify if relevant	E JAEN01	Campus Las Lagunillas s/n, edificio C2/105, 23071, Jaén, Spain  <ul style="list-style-type: none"> <li>• General E-mail (e.g. International office): <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a></li> <li>• Email for person responsible of (coordination of) mobility agreement: <a href="mailto:jraez@ujaen.es">jraez@ujaen.es</a></li> <li>• Incoming Student Contact information (students from JAMK to partner): <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a></li> <li>• Outgoing Student Contact Information (students from partner to JAMK): <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a></li> </ul>	Institution website: <a href="http://www10.ujaen.es/">http://www10.ujaen.es/</a>  Curriculum and/or listings of courses offered for exchange students (website): <a href="http://www.ujaen.es/ser/v/vicint/home/page/16/51">http://www.ujaen.es/ser/v/vicint/home/page/16/51</a> <a href="http://www.ujaen.es/ser/v/vicint/home/page/17/53">http://www.ujaen.es/ser/v/vicint/home/page/17/53</a>
[...]			

## B. Mobility numbers<sup>4</sup> per academic year

**Regardless of the number of mobility periods agreed, the receiving institution always reserves the right to make the final decision on the number of students/teachers/staff members to accepted according to their own internal processes, schedules and resources.**

*[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	TO	Number of student mobility periods
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<sup>4</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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<b>Subject area name and code</b> * [ISCED]	<b>Study cycle</b> [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Student Mobility for Studies [total number of students*]	Student Mobility for Traineeships *
SF JYVASKY11	E JAEN01	Mechanical Engineering (0710)	Bachelor, Master	<ul style="list-style-type: none"> <li>Total number of exchange students per academic year: 1</li> <li>Number of exchange students for the autumn semester: 0</li> <li>Number of exchange students for the spring semester: 0</li> </ul> <p>The agreed number applies to each subject area included in this agreement (if not, separate the subject areas and numbers to different rows)</p>	<ul style="list-style-type: none"> <li>Is it possible for exchange students do traineeships at your institution or through your institution: No</li> <li>If yes, the agreed number is (if empty, equals 0):</li> </ul> <p>The agreed number applies to each subject area included in this agreement (if not, separate the subject areas and numbers to different rows)</p>
E JAEN01	SF JYVASKY11	Mechanical Engineering (0710)	Bachelor, Master	<ul style="list-style-type: none"> <li>4 for whole academic year</li> <li>or</li> <li>2 per autumn semester and</li> <li>2 per spring semester</li> </ul> <p>The number of students is a <b>stable head count</b> and the duration of the exchanges is irrelevant when reviewing the balance. The quota between the semesters can be changed only upon mutual agreement.</p> <p>The agreed number applies to each subject area included in this agreement</p>	<ul style="list-style-type: none"> <li>Do you want to send exchange students for traineeships to JAMK/through JAMK: No</li> <li>If yes, the agreed number is (if empty, equals 0):</li> </ul> <p>If traineeships are agreed, each mobility period must still be separately negotiated, possible only upon mutual agreement.</p> <p>The agreed number applies to each subject area included in this agreement</p>

[\*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 name and code * [ISCED]	Number of staff mobility periods	
			Staff Mobility for Teaching [total number of teachers* minimum 8 hours of teaching]	Staff Mobility for Training * [total number of staff members]
SF JYVASKY11	E JAEN01	Mechanical Engineering (0710)	1  The agreed number applies to each subject area included in this agreement (if not, separate the subject areas and numbers to different rows)	1  The agreed number applies to each subject area included in this agreement (if not, separate the subject areas and numbers to different rows)
E JAEN01	SF JYVASKY11	Mechanical Engineering (0710)	1  The agreed number applies to each subject area included in this agreement	1  The agreed number applies to each subject area included in this agreement

### 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	Language of	Language of	Recommended language of instruction level <sup>5</sup>
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<sup>5</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>

[Erasmus code]	Optional: Subject area	instruction 1 (language of the courses offered for exchange students)	instruction 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF JYVASKY11		English	Finnish	B1 (Home institution is responsible for checking students' language skills, any official language certificate is not required)	B2
E JAEN01		English		No Requirement	No Requirement

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.]*

1. All Exchange Students/teachers/staff members must abide by all the rules and regulations of the Host Institution.
2. All Exchange Students/teachers/staff members are responsible for informing the Host Institution of any of their relevant medical, housing etc. issues that may have an effect on their stay in the Host Institution.
3. The costs of travel, living, accommodation, medical and other expenses will be the responsibility of the Exchange Student/teacher/staff member.
4. Host Institution will provide appropriate counseling and other assistance to the Exchange Student/teacher/staff member and will offer the standard range of support services.

JAMK University of Applied Sciences:

- Admissions Criteria for Exchange Students: [www.jamk.fi/Admissions-Criteria-for-Exchange-and-Double-Degree-Students](http://www.jamk.fi/Admissions-Criteria-for-Exchange-and-Double-Degree-Students)
- Application process: <http://www.jamk.fi/en/JAMK-information/international/For-incoming-exchange-and-double-degree-students/Application-Periods-and-Process-for-Exchange-and-Double-Degree-Students/>
- Students and staff members with disabilities: [www.jamk.fi/Accessibility-in-Exchanges](http://www.jamk.fi/Accessibility-in-Exchanges)

UNIVERSITY OF JAEN:

- Admissions Criteria for Exchange Students: <http://www.ujaen.es/serv/vicint/>
- Application process: <http://www.ujaen.es/serv/vicint/home/impresos>

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SF JYVASKY11	Nominations: 15 April Applications: 15 May Late nominations are accepted, but actual application must be completed within the application deadlines. JAMK reserves the right to reject any late applications!	Nominations: 1 October Applications: 31 October Late nominations are accepted, but actual application must be completed within the application deadlines. JAMK reserves the right to reject any late applications!
E JAEN01	Nominations: 30TH MAY Applications: 30TH JUNE	Nominations: 31ST OCTOBER Applications: 30TH NOVEMBER

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

2. The receiving institution will send its decision within [x] weeks.

JAMK University of Applied Sciences:

- For exchanges starting in the autumn semester the letter of acceptance and practical information will be sent by week 23 (beginning of June).
- For exchanges starting in the spring semester the letter of acceptance and practical information will be sent by week 47 (end of November).

UNIVERSITY OF JAEN:

- For exchanges starting in the autumn semester the letter of acceptance and practical information will be sent by: ONE WEEK LATER
- For exchanges starting in the spring semester the letter of acceptance and practical information will be sent by: ONE WEEK LATER

3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*

JAMK University of Applied Sciences:

Transcript of records will be sent twice a year:

- For spring semester/the whole academic year within 5 weeks after all the grades have been given or by the end of September at the latest
- For autumn semester within 5 weeks after all the grades have been given or by the end of February at the latest

UNIVERSITY OF JAEN:

- Transcript of records for spring semester/the whole academic will be sent: partner please specify
- Transcript of records for autumn semester will be sent: partner please specify

#### 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."]*

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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. 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.]*

JAMK University of Applied Sciences:

- [www.jamk.fi/Studying-as-an-exchange-and-double-degree-student](http://www.jamk.fi/Studying-as-an-exchange-and-double-degree-student)

UNIVERSITY OF JAEN: document either attached or link below:

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- Numerical mark Estimated ECTS Grade
- 10 A+
- 9-10 A
- 7-8.9 B
- 5-6.9 C-D
- 0-4.9 FX-F
- 

### 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.

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SF JYVASKY11	<a href="mailto:incoming@jamk.fi">incoming@jamk.fi</a>	<a href="http://www.jamk.fi/Visa-Residence-Permit-and-Right-of-Residence-for-Exchange-and-Double-Degree-students">www.jamk.fi/Visa-Residence-Permit-and-Right-of-Residence-for-Exchange-and-Double-Degree-students</a>
E JAEN01	<a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>	partner please specify

### **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
SF JYVASKY11	<a href="mailto:incoming@jamk.fi">incoming@jamk.fi</a>	<a href="http://www.jamk.fi/Insurance-Coverage-for-Exchange-and-Double-Degree-Students">www.jamk.fi/Insurance-Coverage-for-Exchange-and-Double-Degree-Students</a>  All Exchange Students/Teachers/Staff members are responsible for arranging sufficient insurance at their own expense.
E JAEN01	<a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/seguro_extranjero">http://www.ujaen.es/serv/vicint/home/seguro_extranjero</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.

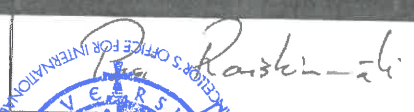
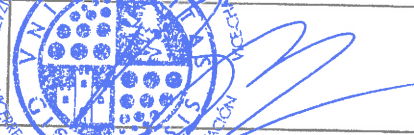

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SF JYVASKY11	<a href="mailto:incoming@jamk.fi">incoming@jamk.fi</a>	<a href="http://www.jamk.fi/Accommodation-for-Exchange-and-Double-Degree-Students">www.jamk.fi/Accommodation-for-Exchange-and-Double-Degree-Students</a>  JAMK provides necessary information



		concerning housing, but does not guarantee housing for the Exchange Students. The Exchange Students are responsible for applying the accommodation according to the instructions given by JAMK. The lessor always makes the final decision on renting the apartment.
E JAEN01	ujainternacional2@ujaen.es	<a href="http://www.ujaen.es/serv/vicint/home/alojamiento">http://www.ujaen.es/serv/vicint/home/alojamiento</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
SF JYVASKY11	Pasi Raiskinmäki Director, School of Technology	15.12.2016	
E JAEN01	Sebastián Bruque Vice-Chancellor for Internationalization	11.01.16	 

<sup>7</sup> Scanned signatures are accepted

