



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 between programme countries

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 ² (email, phone) | Website (eg. of the course catalogue) |
|---|--------------|--|---|
| Hochschule Konstanz University of Applied Sciences | D KONSTAN02 | Doris Heiser heiser@htwg-konstanz.de Phone: +49 7531 206 252 | www.htwg-konstanz.de |
| 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 ; Phone +34 953 212620 E-mail: sbruque@ujaen.es David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es | http://www.ujaen.es/serv/vicint/home/academic_home.php |

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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 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 KONSTAN02 | E JAEN01 | 071 | Engineering and engineering trades | 1 st cycle 2 nd cycle | 6 stud. / 60 months | |
| E JAEN01 | D KONSTAN02 | 071 | Engineering and engineering trades | 1 st cycle 2 nd cycle | 6 stud./60 months | |
| D KONSTAN02 | E JAEN01 | 041 | Business and administration | 1 st cycle 2 nd cycle | 2 stud./20 months | |
| E JAEN01 | D KONSTAN02 | 041 | Business and Administration | 1 st cycle 2 nd cycle | 2 stud./20 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.]

³ 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>

| 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 * |
| | | | | [total number of days of teaching periods or average duration *] | |
| D KONSTAN02 | E JAEN01 | 071 | Engineering and engineering trades | 1 person/5 days | only by individual agreement |
| E JAEN01 | D KONSTAN02 | 071 | Engineering and engineering trades | 1 person/5 days | only by individual agreement |
| E JAEN01 | D KONSTAN02 | 041 | Business and administration | 1 person/5 days | only by individual agreement |
| D KONSTAN02 | E JAEN01 | 041 | Business and administration | 1 person/5 days | only by individual 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 [Erasmus code] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level⁴ | |
|--|-------------------------------|----------------------------------|----------------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| D KONSTAN02 | | German | English | B 1 German/English depending on the study plan | B2 English |
| E JAEN01 | | Spanish | English | Spanish B1; or English B1 for courses taught in English | Spanish B2; or English B2 for courses taught in English |

⁴ 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>

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

University of Jaén: information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

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 KONSTAN02 | 15 June | 01 December |
| E JAEN01 | 30 June | 30 November |

2. The receiving institution will send its decision within four weeks.

E JAEN01: The receiving institution will send its decision within 2 weeks

3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

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

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of three years. If neither organisation gives written notice to the other at least till 1st September 2016 (will only take effect as of 1st September 2017), the agreement shall be automatically extended for another three year period. 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

Grading Scale at Hochschule Konstanz, University of Applied Sciences: The following scale is used for all types of evaluations/examinations:

| ECTS Grade | German Grading System (HTWG Konstanz) |
|------------|---------------------------------------|
| A | 1.0 – 1.3 very good |
| B | 1.7 – 2.3 good |
| C | 2.7 – 3.3 satisfactory |
| D | 3,7 – 4.0 sufficient |
| E | 4,0 sufficient |

5.0 failed

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 |

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 KONSTAN02 | heiser@htwg-konstanz.de phone +49 7531 206 252 | Non- EU-nationals may have to apply for student visa before arrival http://www.htwg-konstanz.de/Administrative-Issues.1065.0.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 |
|--------------------------------------|--|--|
| D KONSTAN02 | heiser@htwg-konstanz.de phone + 49 7531 206 252 | Accepted insurance. European Health insurance Cards or German student health insurance plan http://www.htwg-konstanz.de/Administrative-Issues.1065.0.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 |
|--------------------------------------|--|--|
| D KONSTAN02 | heiser@htwg-konstanz.de phone +49 7531 206 252 | http://www.htwg-konstanz.de/Administrative-Issues.1065.0.html http://www.htwg-konstanz.de/fileadmin/pub/ou_aaa/Residence_Halls_Application_from_spring_2013_on.pdf |
| 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 ⁵ |
|-------------------------------|--|------------|--|
| D KONSTAN02 | Dr. K. Handel President | 11.02.2014 |   |
| E JAEN01 | The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization | 3.07.2014 |   |

⁵ Scanned signatures are accepted