



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014/15-2020/21 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 (e. g. of the course catalogue)
HOCHSCHULE FÜR TECHNIK, WIRTSCHAFT UND KULTUR LEIPZIG LEIPZIG UNIVERSITY OF APPLIED SCIENCES	D LEIPZIG02		
Institutional Contact		Silke MÜHL Head of International Office Erasmus Institutional Coordinator Phone: +49 341 3076-6637 Fax: +49 341 3076-6415 internationales@htwk-leipzig.de HTWK Leipzig International Office Postfach 30 11 66 04251 Leipzig, Germany	www.htwk-leipzig.de www.htwk-leipzig.de/en http://www.htwk-leipzig.de/de/internationales
Academic Contact		Prof. Dr. phil. Stefan DANNER Faculty of Applied Social Sciences Departmental Coordinator Phone: +49 341 3076-4418 stefan.danner@htwk-leipzig.de Prof. Dr.-Ing. Volker SLOWIK Faculty of Civil Engineering Departmental Coordinator Phone: +49 341 3076-6261 volker.slowik@htwk-leipzig.de	

		<p>Prof. Dr.-Ing. Anke BUCHER Faculty of Mechanical and Energy Engineering Departmental Coordinator Phone: +49 341 3076-4224 anke.bucher@htwk-leipzig.de</p> <p>Prof. Dr. rer. nat. habil. Bernd ENGELMANN Faculty of Computer Science, Mathematics and Natural Sciences Departmental Coordinator Phone: +49 341 3076-6494 bernd.engelmann@htwk-leipzig.de</p> <p>Prof. Dr. iur., LL.M. Cornelia MANGER-NESTLER Faculty of Business Administration Departmental Coordinator Phone: +49 341 3076-6720 cornelia.manger-nestler@htwk-leipzig.de</p>	
UNIVERSIDAD DE JAÉN	E JAEN01		
Institutional Contact		<p>M^a Victoria LÓPEZ RAMÓN Vice-Chancellor of Internationalization Phone: +34 953 212194 secret@ujaen.es</p> <p>Sebastian BRUQUE International Mobility Programmes Coordinator Phone: +34 953 212620 sbruque@ujaen.es</p> <p>David PEÑAFUERTE International Relations Officer Phone: +34 953 213479 dprendon@ujaen.es</p>	<p>http://www.ujaen.es/ser/y/vicint/home/academics_home.php</p>

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.

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 [total number of months of the study periods or average duration*]
E JAEN01	D LEIPZIG02	061	Information and communication technologies	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)
D LEIPZIG02	E JAEN01	061	Information and communication technologies	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)
E JAEN01	D LEIPZIG02	0732	Building and Civil Engineering	1 st	2 (à 10 months)
D LEIPZIG02	E JAEN01	0732	Building and Civil Engineering	1 st	2 (à 10 months)
E JAEN01	D LEIPZIG02	071	Engineering and engineering trades	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)
D LEIPZIG02	E JAEN01	071	Engineering and engineering trades	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)
E JAEN01	D LEIPZIG02	041	Business and Administration	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)
D LEIPZIG02	E JAEN01	041	Business and Administration	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)
E JAEN01	D LEIPZIG02	0923	Social Work and Counselling	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)
D LEIPZIG02	E JAEN01	0923	Social Work and Counselling	1 st	2 (à 10 months)
				2 nd	2 (à 10 months)

[* 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>)

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	D LEIPZIG02	061	Information and communication technologies	1 (8 teaching hours)	tbc upon request
D LEIPZIG02	E JAEN01	061	Information and communication technologies	1 (8 teaching hours)	tbc upon request
E JAEN01	D LEIPZIG02	0732	Building and Civil Engineering	1 (8 teaching hours)	tbc upon request
D LEIPZIG02	E JAEN01	0732	Building and Civil Engineering	1 (8 teaching hours)	tbc upon request
E JAEN01	D LEIPZIG02	071	Engineering and engineering trades	1 (8 teaching hours)	tbc upon request
D LEIPZIG02	E JAEN01			1 (8 teaching hours)	tbc upon request
E JAEN01	D LEIPZIG02	041	Business and Administration	1 (8 teaching hours)	tbc upon request
D LEIPZIG02	E JAEN01	041	Business and Administration	1 (8 teaching hours)	tbc upon request
E JAEN01	D LEIPZIG02	0923	Social Work and Counselling	1 (8 teaching hours)	tbc upon request
D LEIPZIG02	E JAEN01	0923	Social Work and Counselling	1 (8 teaching hours)	tbc upon request

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
D LEIPZIG02	061, 0732, 071, 0923	German		B1/B2	B2 (German or English)
	041	German	English for study program "International Management" (50% of modules in English)	B1/B2	B2 (German or English)

D. Additional requirements

D LEIPZIG02:

Nomination and Application: Erasmus exchange students need to be nominated by the International Office of their home university for exchange studies at HTWK Leipzig. For all details regarding the application process, please refer to www.htwk-leipzig.de/en/apply/non-degree-students.

Introduction course and orientation: HTWK Leipzig offers a three-week introduction course to all exchange students from partner universities. The course includes orientation, intensive German language training, and an attractive additional programme (e.g. welcome-meeting, study trips, cultural events). Students may receive ECTS credits for successful completion of the course. For more information, please refer to www.htwk-leipzig.de/en/apply/non-degree-students.

Students and staff with disabilities: HTWK Leipzig has the infrastructure to welcome students and staff with disabilities. See the following link for contact details of the Commissioners for the Disabled: <http://www.htwk-leipzig.de/de/hochschule/organe-und-gremien/beauftragte/behinderte/>.

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>

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 LEIPZIG02	15 June	15 December

D LEIPZIG02:

For the exact dates of the lecture period and the examination periods of the current academic year, please refer to <http://www.htwk-leipzig.de/de/studierende/aktuelles-kalender/akademischer-kalender/>.

The introduction course for international exchange students "German Language and Culture" takes place before the start of the lecture period, three weeks in September/October (autumn term) and three weeks in March/April (spring term).

- E JAEN01: The receiving institution will send its decision within 2 weeks.
D LEIPZIG02: The receiving institution will send its decision within 6 weeks.
- E JAEN01, D LEIPZIG02: 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]*
- 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 LEIPZIG02

- 1,0-1,5 (very good)
- 1,6-2,5 (good)
- 2,6-3,5 (satisfactory)
- 3,6-4,0 (sufficient)
- 4,1-5,0 (insufficient/fail)

The decimal comma in German corresponds to a decimal point in English, i. e. 1,5 = 1.5

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 ✉: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
D LEIPZIG02	Phone: +49 341 3076-6637 ✉: internationales@htwk-leipzig.de	

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 ✉: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
D LEIPZIG02	Phone: +49 341 3076-6637 ✉: internationales@htwk-leipzig.de	


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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	David Peñafuerte International Relations Officer Phone: +34 953 213479 ✉: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
D LEIPZIG02	Phone: +49 341 3076-6637 ✉: internationales@htwk-leipzig.de	Studentenwerk Leipzig: http://www.studentenwerk-leipzig.de/en/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	23/06/14	
D LEIPZIG02	Prof. Dr.-Ing. Markus KRABBES Acting Rector	13.06.2014	

³ Scanned signatures are accepted