



Erasmus+ Programme
Key Action 1 – Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional 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

Institution	Erasmus code	Contact details (email, phone)	Website
Université de Liège	B LIEGE01	Institutional coordinator: Ms. Dominique d'Arripe Contact bilateral agreements: International Office - Ms. Christine Reynders Place du 20-août, 7 (bât. A1), B-4000 Liège Tel. +32 4 366 46 09 - christine.reynders@ulg.ac.be Departmental coordinator: Ms. Michèle CUYPERS - mcuypers@hel.be	General information: www.ulg.ac.be Courses catalogue: progcourses.ulg.ac.be Erasmus incoming information: www.ulg.ac.be/erasmus/in
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 - secrel@ujaen.es Sebastian Bruque; International Mobility Programmes Coordinator Phone +34 953 212620 - sbruque@ujaen.es David Peñafuerte; International Relations Officer; Phone: +34 953 213479 - dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/academics_home.php

B. Mobility numbers 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	TO	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]	Student Mobility for Traineeships
E JAEN01	B LIEGE01	0232	LITERATURE AND LINGUISTICS	1 st	2 x 5 = 10	
				2 nd	1 x 5 = 5	
B LIEGE01	E JAEN01	0232	LITERATURE AND LINGUISTICS	1 st	5 x 5 = 25	
				2 nd	1 x 5 = 5	

FROM	TO	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	B LIEGE01	0232	LITERATURE AND LINGUISTICS	1 person x 7 days	
B LIEGE01	E JAEN01	0232	LITERATURE AND LINGUISTICS	1 person x 7 days	

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:

Institution	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ¹	
				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
B LIEGE01	All	French	English	Certified B1 requested (exception: for Business and Economics courses: B2). More information: http://www.ulg.ac.be/cms/c_14110/fr/exigences-linguistiques	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

B LIEGE01:

- Integration of mobile students: Welcome Days, tutoring, French lessons: www.ulg.ac.be/erasmus/in.
- Disabled students: www.ulg.ac.be/etudiants/handicap
- The yearly updated information sheet for incoming students (application procedure,...) will be provided with this agreement.
- Application procedure: through www.ulg.ac.be/erasmus/in/dossier
- For students in Business management or Economics: students must be at least in their 3rd study year in Business management or Economics.

E. Calendar

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

Institution	Autumn term* [month]	Spring term* [month]
E JAEN01	30 June	30 November
B LIEGE01	15 May (online) – 31 May (printed)	1 November (online) – 15 November (printed)

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

- E JAEN01: The receiving institution will send its decision within 2 weeks
B LIEGE01: The receiving institution will send its decision within 5 weeks from the application deadline.
- 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.
- 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

B LIEGE01: www.ulg.ac.be/cms/c_14663/exams

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:

¹ 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>

Institution	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
B LIEGE01	mobil.in@ulg.ac.be , +32 4 366 5547/4166	www.ulg.ac.be/cms/c_14084/preparation-au-depart

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	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
B LIEGE01	mobil.in@ulg.ac.be , +32 4 366 5547/4166	www.ulg.ac.be/erasmus/in/sante

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	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
B LIEGE01	Sofia.Lothe@ulg.ac.be , +32 4 366 52 23	http://logement.ulg.ac.be

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ²
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	9/9/14	
B LIEGE01	Ms. Dominique d'Arripe Institutional Coordinator	11/08/2014	

² Scanned signatures are accepted