



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

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 (eg. of the course catalogue)
UNIVERSIDAD DE JAÉN	E JAEN01	<p>M^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es</p> <p>Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es</p> <p>David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es</p>	<p>http://www.ujaen.es/serv/vicint/home/academics_home.php</p>
HELMO - HAUTE ECOLE LIBRE MOSANÉ	B-LIEGE 37	<p>Julie Guiot – institutional coordinator Mont Saint Martin 41-B-4000 Liège j.guiot@helmo.be Tel.: +32 4 220 61 07</p> <p>Incoming officer in the international office: Nadia Thönnnes – n.thonnes@helmo.be HELMO- Business department-Erasmus coordinator</p> <p>JP Schiils – jp.schiils@helmo.be +32 4 220 61 08</p>	<p>www.helmo.eu</p> <p>https://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx</p>

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.

Student Mobility (SMS)

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	BLIEGE37	041	Business administration	1 st	2 students / 20 months
		0421	Law	1 st	2 students /20 months
		04	Business administration and law - International cooperation	1 st	2 students /12 months
BLIEGE37	E JAEN01	041	Business and administration	1 st	2 students /20 months
		0421	Law	1 st	2 students /20 months
		04	Business administration and law - International cooperation	1 st	2 students /12 months

Staff Mobility (STT or STA)

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]
E JAEN01	B LIEGE 37	041-0421-04	business administration and law	1 person/ 8 teaching hours
B LIEGE37	E JAEN01	041-0421-04	Business administration and law	1 Person /8 teaching hours

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BLIEGE37		FR	EN	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

B LIEGE 37:

- The teaching language at HELMo is French. Therefore, we recommend students with a good level in French in order to be able to follow lectures in French, to participate in the proposed activities and to go on school placement in the Liège area.
- If students want to improve French, it is possible for them to attend a French course at ISLV two evenings a week for further information, contact n.thonnes@helmo.be or see http://www.ulg.ac.be/cms/c_2356972/cours-du-soir-francais-langue-etrangere
- Possibility to teach in English –it has to be discussed with E. Brune – e.brune@helmo.be
- In the business department courses in English are taught during the fall semester.
- All incoming teachers are very welcome to teach either in English or in French

E JAEN01:

- 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]
B LIEGE 37	June 1st	December 1 st

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>

E JAEN01	30 June	30 November
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B LIEGE 37:

First of all, students have to take contact with the faculty Erasmus coordinator to check the ability of the wanted learning program.

Afterwards, students should be registered on line (link and login will be given by the faculty Erasmus coordinator)

The host institution will send its decision within 3 weeks

E JAEN01

The receiving institution will send its decision within 2 weeks.

F. Information

1. Grading systems of the institutions

B LIEGE 37:

assessment at HELMo	grade ECTS correspondant	Definition
18 / 20 or more	A	EXCELLENT - outstanding performance with only minor errors
from 16 to 17.9 / 20	B	VERY GOOD - above the average standard but with some errors
from 14 to 15.9 / 20	C	GOOD - generally sound work with a number of notable errors
from 12 to 13.9 / 20	D	SATISFACTORY - fair but with significant shortcomings
from 10 to 11.9 / 20	E	SUFFICIENT - performance meets the minimum criteria
from 8 to 9.9 / 20	F	FAIL - some more work required before the credit can be awarded
less than 8 / 20	FX	FAIL - considerable further work is required

Transcript of Records

A Transcript of Records will be issued by the receiving (host) institution no later than 4 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

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

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]*

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
B LIEGE 37	n.thonnes@helmo.be	http://diplomatie.belalum.be/en/
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
B LIEGE 37	n.thonnes@helmo.be	http://www.helmo.be/CMS/Profils/International/EN/Students-IN.aspx#Documents
E JAEN01	David Peñafuerte; International Relations Officer;	http://www.ujaen.es/serv/vicint/home/portada

	Phone: +34 953 213479 E-mail: dprendon@ujaen.es	php?idioma=en
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BLIEGE37

Before coming in Belgium, we recommend international students to check with their home health insurance how they are covered when travelling abroad.

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

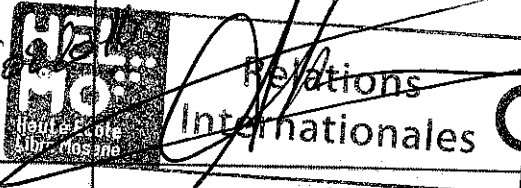
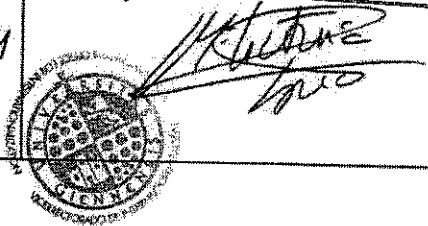
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
B LIEGE 37	n.thonnes@helmo.be	http://www.helmo.be/CMS/Profils/international/EN/Students-IN.aspx
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

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
B LIEGE 37	<i>Mr Alexandre Lodez</i> President	<i>25.02.14</i>	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	<i>10.02.14</i>	

² Scanned signatures are accepted