



## Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> 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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Ecole de Commerce Européenne	F LYON71	International Office ECE Lyon 19 Place Tolozan 69001 Lyon - FRANCE  Laetitia Bartoli Head of International Office <a href="mailto:lbartoli@insec.com">lbartoli@insec.com</a> +33 478 298 028	<a href="http://ece.insec.com/en/ece-business-school-insec.cfm">http://ece.insec.com/en/ece-business-school-insec.cfm</a>
UNIVERSIDAD DE JAÉN	E JAEN01	M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: <a href="mailto:sbruque@ujaen.es">sbruque@ujaen.es</a>  David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	UNIVERSIDAD DE JAÉN

#### B. Mobility numbers<sup>3</sup> 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	TO [Erasmus code of	Subject area	Subject area name *	Study cycle	Number of student mobility periods
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<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

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

<sup>3</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>)

sending institution]	the receiving institution]	code * [ISCED]		[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeship
F LYON71	E JAEN01	041	Business Studies	1 <sup>st</sup> 2 <sup>nd</sup>	6x5 months	
E JAEN01	F LYON71	041	Business Studies	1 <sup>st</sup> 2 <sup>nd</sup>	4x10 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.]

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 *
F LYON71	E JAEN01	041	Business Studies	1 week	
E JAEN01	F LYON71	041	Business Studies	1 week	

### 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F LYON71	Business Studies	ENGLISH	FRENCH	B1 (French) B2 (English)	B2 English or French
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].

- Attestation from the partner university

### D. Additional requirements

#### E JAEN01:

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:

<sup>4</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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F LYON71	Nomination Deadline: Early May Application Deadline: May 30 <sup>th</sup>	Nomination Deadline: Early October Application Deadline: October 30 <sup>th</sup>
E JAEN01	30 June	30 November

2. The receiving institution will send its decision within 4 weeks.
3. 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.
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.]*

## 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

### 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
F LYON71	Laetitia Bartoli lbartoli@insec.com +33 478 298 028	For EU Citizens: <a href="http://www.campusfrance.org/en/page/applying-within-a-european-union-member-country">http://www.campusfrance.org/en/page/applying-within-a-european-union-member-country</a> For non-Eu citizens: <a href="http://www.campusfrance.org/en/page/extended-stay-student-visa-residency-permit-vls-ts">http://www.campusfrance.org/en/page/extended-stay-student-visa-residency-permit-vls-ts</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

### 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
F LYON71	Laetitia Bartoli <a href="mailto:lbartoli@insec.com">lbartoli@insec.com</a> +33 478 298 028	<a href="http://www.campusfrance.org/en/page/frances-health-care-system">http://www.campusfrance.org/en/page/frances-health-care-system</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</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
F LYON71	Laetitia Bartoli <a href="mailto:lbartoli@insec.com">lbartoli@insec.com</a> +33 478 298 028	<a href="http://ece.insec.com/studying-ece-france/general-information.cfm">http://ece.insec.com/studying-ece-france/general-information.cfm</a>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
F LYON71	Olivia ROUSSET, Director	27.02.14	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization	17/02/14	 M <sup>a</sup> Victoria López Ramon Vice-Chancellor for Internationalization

<sup>5</sup> Scanned signatures are accepted