



UNIVERSIDAD DE JAÉN



BBA INSEEC
École de Commerce Européenne
Bordeaux • Lyon • London

ERASMUS+ PROGRAMME

Key Action 1

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

Inter-institutional¹ agreement 2016/17-20/2021² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
BBA INSEEC ECE BORDEAUX CAMPUS : CEE SO - ECOLE DE COMMERCE EUROPEENNE BORDEAUX	ERASMUS CODE : F BORDEAU 45 PIC CODE : 944657781	INSEEC Erasmus Coordinator : Aleksandra DEDIEU, Head of IRO +33 5 57 87 70 45 / adedieu@inseec.com Mailing Address : 26 RUE RAZE – 33000 BORDEAUX - FRANCE	www.ece.inseec.com Programs

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Juan Ráez; Director of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/academics_home http://estudios.ujaen.es/listadogradados
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B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
F BORDEAU45	E JAEN01	041	Business and Administration	1st	4 students, 20 months maximum	Only by individual agreement
E JAEN01	F BORDEAU45	041	Business and Administration	1st	4 students, 20 months maximum	Only by individual agreement

*[*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 BORDEAU45	E JAEN01	041	Business and Administration	1 staff, 1 week, minimum 8 teaching hours	Only by individual agreement
E JAEN01	F BORDEAU45	041	Business and Administration	1 staff, 1 week, minimum 8 teaching hours	Only by individual agreement

⁵ 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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F BORDEAU45	041	FRENCH	ENGLISH	FRENCH: B1 ENGLISH: B1-B2*	ENGLISH B2
E JAEN01	041	Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English

D. Additional requirements

F BORDEAU45
Cf. Annex to Erasmus+ Inter-institutional Agreement

E. Calendar

F BORDEAU45
Cf. Annex to Erasmus+ Inter-institutional Agreement

E JAEN01
Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
F BORDEAU45	Academic Calendar: SEPTEMBER – DECEMBER Application Deadline: 15 MAY (Fall, full year)	Academic Calendar: FEBRUARY – MAY Application Deadline: 30 OCTOBER
E JAEN01	30 June	30 November

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

Decision:

The receiving institution will send its decision within 4 weeks after the nomination deadline.

Transcript of Records:

A Transcript of Records (TOR) will be issued by the receiving institution no later than 5 weeks after the assessment period has finished depending on the completion of the course list by the Incoming student (including resit).

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."

⁶ 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>

F. Information

Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

F BORDEAU45

Cf. Annex to Erasmus+ Inter-institutional Agreement

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

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 BORDEAU45	Cf. Annex to Erasmus+ Inter-institutional Agreement	
E JAEN01		http://www.ujaen.es/serv/vicint/home/index

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 BORDEAU45	Cf. Annex to Erasmus+ Inter-institutional Agreement	
E JAEN01		http://www.ujaen.es/serv/vicint/home/seguro_sanitario


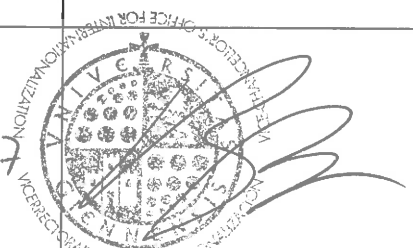
Housing

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 BORDEAU45	Cf. Annex to Erasmus+ Inter-institutional Agreement	
E JAEN01	http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f http://www.ujaen.es/serv/vicint/home/alojamiento	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
F BORDEAU45	<p>FABRE Marion Director</p> <p>For and behalf : Aleksandra DEDIEU ERASMUS Coordinator for INSEEC Undergraduate Schools Head of IRO</p>	03.05.2017	 <p>BBA INSEEC École de Commerce Européenne Bordeaux • Lyon • London</p>
E JAEN01	<p>The Rector (On his behalf by Resolution of April 29th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization</p>	19/06/17	 <p>UNIVERSIDAD DE JAÉN VICEPRESIDENTE DE INTERNACIONALIZACIÓN</p>

⁸ Scanned signatures are accepted

