

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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
DUALE HOCHSCHULE BADEN WUERTEMBERG MANNHEIM	D MANNHEI08	<p>Carsten Münch. Head International Office. Duale Hochschule Baden Wuerttemberg Mannheim (DHBW Mannheim) Coblitzallee 1-9, 68163 Mannheim, Germany Phone: + 49 (0) 621 4105 1166 / Fax: +49 (0) 621 4105 1807 E-mail: international@dhw-mannheim.de; muench@dhw-mannheim.de;</p> <p>Luciana Madureira-Winkellhausen Coordinator Mobility Programs, International Office, DHBW - Mannheim Coblitzallee 1-9, 68163 Mannheim, Germany Phone: + 49 (0) 621 4105 1123 / Fax: +49 (0) 621 4105 1807 E-mail: international@dhw-mannheim.de; luciana.winkelhausen@dhw-mannheim.de</p>	Web: http://www.dhbw-mannheim.de/en
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;</p>	http://www.ujaen.es/serv/vicint/home/academics_home.php

International Relations Officer;
 Phone: +34 953 213479
 E-mail: dprendon@ujaen.es

B. Mobility numbers¹ 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, 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 *
D MANNHEI08	E JAEN01	520	Engineering	1 st (Bachelor)	2 x 6 = 12	
		481	Computer Science	1 st (Bachelor)	2 x 6 = 12	
		34	Business and administration	1 st (Bachelor)	2 x 6 = 12	
E JAEN01	D MANNHEI08	520	Engineering	1 st (Bachelor)	2 x 6 = 12	
		481	Computer Science	1 st (Bachelor)	2 x 6 = 12	
		34	Business and administration	1 st (Bachelor)	2 x 6 = 12	

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 *
D MANNHEI08	E JAEN01	520	Engineering	1 week = 5 days	1 week
		481	Computer Science	1 week = 5 days	1 week
		520	Business and administration	1 week = 5 days	1 week
E JAEN01	D MANNHEI08	520	Engineering	1 week = 5 days	1 week
		481	Computer Science	1 week = 5 days	1 week
		34	Business and administration	1 week = 5 days	1 week

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>)

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D MANNHEI08		German	English	B1/B2	B2/C1
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.

D. Additional requirements

The UPV/EHU has a Disabled People's Service (<http://www.ikasleak.ehu.es/p202-shdischm/en/>) who works in the three campuses to attend to the needs of the university population with disabilities, taking into account each person's individual circumstances.

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:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
D MANNHEI08	May 31 st	October 31 st
E JAEN01	30 June	30 November

- The receiving institution will send its decision within 4 weeks.
- A Transcript of Records will be issued by the receiving institution no later than 4 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

This agreement will take effect in the **2014** academic year being valid for a period of 3 years, and will be tacitly renewed for further identical periods.

D MANNHEI08:

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.
- II. Termination of the agreement will not be penalised.

"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

F. Information**D MANNHEI08:****1. Grading systems of the institutions****DHBW Mannheim**

ECTS Grades	Grade	Definition	Description
A	1 - 1.2	Excellent	Performance and results are excellent. The work of the student exceeds the usual standard by far.
B	1.3 - 1.5	Very good	Performance and results are on a high level. The work of the student is clearly above the usual standard.
C	1.6 - 2.5	Good	Performance and results have been achieved. The work of the student exceeds the usual standard.
D	2.6 - 3.5	Satisfactory	Satisfactory performance. The work of the student corresponds to the usual standard.
E	3.6 - 4.0	Sufficient	Performance level that only partially achieves the required competence. All in all, the student's work is at the borderline.
F	4.1 - 5.0	Insufficient; failed	Performance level shown by the student is below the minimum requirements.

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
D MANNHEI08	International Office	http://www.dhbw-mannheim.de/en/international-students/exchange-students/ http://www.dhbw-mannheim.de/en/international-students/exchange-students/application/
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
D MANNHEI08	International Office	http://dhbw-mannheim.de ; http://www.dhbw-mannheim.de/en Further assistance: http://www.dhbw-mannheim.de/en/international-students/

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
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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
D MANNHEI08	Campus Coblitzallee 1-9: international@dhbw-mannheim.de	http://www.dhbw-mannheim.de/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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
D MANNHEI08	Prof. Dr. Georg Nagler, President of DHBW Mannheim	3/6/2014	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	21-05-2014	

² Scanned signatures are accepted