

Erasmus+ Programme

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2021 **between programme countries**

[Minimum requirements]

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)
Université d'Orléans UFR Droit Economie Gestion	F ORLEANS 01	Delphine SEUVAIN International Relations Coordinator Pr Hervé BURDIN Vice-Dean for International Relations ri.deg@univ-orleans.fr + 33 2 38 49 47 30 Rue de Bois BP 26739 45067 Orléans cedex 2, France	http://www.univ-orleans.fr/deg/
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Juan Ráez Padilla; Director	http://www.ujaen.es/serv/vicint/home/academics_home http://estudios.ujaen.es/listad

		of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es	ogrados
		Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	
[...]			

B. Mobility numbers¹ 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 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 *
E JAEN01	F ORLEANS 01	041	Business, administrati on	1st, 2nd,	2 x 9 months	
		0411	Economics	1st, 2nd,		
		042	Law	1st	2 x 9 = 18 months	
		042	Law	3rd	1 x 9 = 9 months	
F ORLEANS 01	E JAEN01	041	Business, administrati on	1st, 2nd,	2 x 9 months	
		0411	Economics	1st, 2nd,		
		042	Law	1st	2 x 9 = 18 months	
		042	Law	3rd	1 x 9 = 9 months	

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are*

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>)

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	Staff Mobility for Training *
<i>[total number of days of teaching periods or average duration *]</i>					
E JAEN01	F ORLEANS 01	041	Business, administration	10	5
		0411	Economics		
		042	Law	5	5
F ORLEANS 01	E JAEN01	041	Business, administration	10	5
		0411	Economics		
		042	Law	5	5

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 ²	
				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

² 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 ORLEANS 01		French	English	B1	B2
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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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/medidas/especiales/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]
E JAEN01	30 June	30 November
F ORLEANS 01	1 st May / 1er mai	15 th October / 15 octobre

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

2. E JAEN01: The receiving institution will send its decision within 2 weeks
3. E JAEN01: 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]*
4. 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

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

F ORLEANS 01 Grading System		
Local Grade	ECTS Grade	Definition
16 - 20	A	Excellent
14 - 15	B	Very Good
13	C	Good
12	D	Satisfactory
10 - 11	E	Pass
8 - 9	FX	Fail
0 - 7	F	Fail

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
E JAEN01	Aina Ucaña Jódar; Head of the International Relations Office; E-mail:	http://www.ujaen.es/serv/vicln/home/index

	alocana@ujaen.es	
F ORLEANS01	Direction des Relations Internationales - Cellule Accueil : +33 238 494 949 international@univ-orleans.fr	http://www.univ-orleans.fr/sites/default/files/utilisateurs/73/documents/infogeneralesvfan1314.pdf http://www.campusfrance.org/fr/

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
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/seguro_sanitario
F ORLEANS01	Direction des Relations Internationales - Cellule Accueil : +33 238 494 949 international@univ-orleans.fr BRI - UFR DEG r.l.deg@univ-orleans.fr	http://www.univ-orleans.fr/sites/default/files/utilisateurs/73/documents/infoassurancesantevf1314.pdf

4. Housing



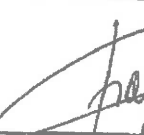

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f http://www.ujaen.es/serv/vicint/home/alojamiento

F ORLEANS 01	Mme Claudine Menigoz Cellule Accueil Direction des Relations Internationales +33 238 494 949 international@univ-orleans.fr	http://www.univ-orleans.fr/international/housing-procedure-exchange-and-erasmus-students-only
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E JAEN02	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	21/10/16	 
F ORLEANS 01	Le Président de l'Université Ary BRUAND <i>Blandine CHARPION</i>	14/11/16	 

³ Scanned signatures are accepted

