



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)
UNIVERSITY OF PALERMO	I PALERMO01	Institutional Coordinator Prof. Ada Maria Fiorenza Pro-Rector for International Mobility Dr. A.M. Adriana Ragonese Head of UOA International Mobility and of the Erasmus Office Piazza Marina, 61 – 90133 Palermo ITALY Tel. +39 091 238 93740 Email: relinter@unipa.it Departmental Coordinator: Dr. Roberta T. Di Rosa Dipartimento Culture e Società Email: Robertateresa.dirosa@unipa.it	http://portale.unipa.it/amministrazione/area2/CourseCatalog http://offweb.unipa.it/ http://portale.unipa.it/internationalstudents/EducationalOffer/
UNIVERSIDAD DE JAÉN	E JAENO1	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194	http://www.ujaen.es/serv/viceministerio/home/academics_home

[...]		<p>E-mail: secrel@ujaen.es</p> <p>Juan Ráez Padilla; Director of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es</p> <p>Allina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es</p> <p>Departmental Coordinator Social Work: Dr. Belen Agrela Romero.</p>	<p>http://estudios.ujaen.es/listadogrados</p>
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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.

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle			Number of student mobility periods	
				1 st	2 nd	3 rd	[total number of months of the study periods or average duration per study cycle]	
E JAEN01	I PALERMO01	0923	Social Work and Counselling	2	1	1	3x5	
I PALERMO01	E JAEN01	0923	Social Work and Counselling	2	1	1	3x5	

Staff Mobility for Teaching

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	Total number of days of teaching periods or average duration
E JAEN01	I PALERMO01	0923	Social Work and Counselling	2 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>)

				minimum 8h	
I PALERMO01	E JAEN01	0923	Social Work and Counselling	2 days - 1 week, minimum 8h	

*[*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.]*

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
I PALERMO01		Italian	English	Italian B1 or English B1 for courses taught in English	Italian 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].

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://europa.europa.eu/en/resources/european-language-levels-cefr>

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/neduespeciales/inicio>

Additional requirements at I PALERMO01

The University of Palermo has the infrastructure to welcome students and staff with disabilities. See table below for contact details

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I PALERMO01	giulia.ingrassia@unipa.it +39 091 23862419	http://tud.unipa.it

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
I PALERMO01	JUNE	OCTOBER

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

2. E JAEN01: The receiving institution will send its decision within 2 weeks

I PALERMO01: The receiving institution will send its decision within six weeks

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
E JAEN01	September-January	February-June
I PALERMO01	October - February	March - July

4. 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.

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%
	Suspense	0-4.9	FX-F	Not Pass

I PALERMO01 grading system

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at <http://portale.unipa.it/amministrazione/area2/uoa06/grading-systems/>

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 Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicinat/home/index
I PALERMO01	studentistranieri.cot@unipa.it +3909123865500	http://portale.unipa.it/strutture/cot/Sporell_e_Servizi/Sportello_Accoglienza_Studenti_Stranieri/Index.html

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	Aina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicinat/home/seguro_sanitario
I PALERMO01	UO - Polizze e denunce assicurative e-mail: stella.neri@unipa.it Tel: +39 091 238 90809	http://portale.unipa.it/amministrazione/area5/set40/polizze/

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	Allna 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
I PALERMO01	CASAUNIPA - Servizio Alloggi Viale delle Scienze - Ed. "3" Segreteria Studenti - 90128 Palermo Tel. 091.23890905 email: servizioalloggi@unipa.it	http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E JAEN01	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	27-11-17	
I PALERMO01	Università degli Studi di Palermo Roberto Lagalla Rector Dott. Angela M. Adriana Ragonese Head of the UOA International Mobility Deputy to sign	06/04/2018	

³ Scanned signatures are accepted

