

Erasmus+ Programme Inter-institutional agreement for the academic years 2014/2021

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 faculty/department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website
University of Pardubice, Language Centre	CZ PARDUB01	Mgr. Věra Albrechtová, Office of International Affairs and Development, e-mail: mobility@upce.cz , tel. +420 466 036 350	www.uni-pardubice.eu
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secret@ujaen.es Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/academics_home.php

B. Mobility numbers per academic year

Teaching staff mobility/Staff Mobility for Training

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]
CZ PARDUB01	E JAEN01	222	Foreign Languages	7
E JAEN01	CZ PARDUB01	222	Foreign Languages	7

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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]	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]
CZ PARDUB01	English	-	B1	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

D. Additional requirements

The University of Pardubice is able to welcome students and staff with disabilities. However, the International Office must be informed about it during the application procedure.

E. Calendar

1. Application on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
CZ PARDUB01	Visa students 15/5; EU students 30/6	Visa students 15/10; EU students 30/11
E JAEN01	30 June	30 November

2. The receiving institution (CZ PARDUB01) will send its decision within 8 weeks.
3. The receiving institution (E JAEN01) will send its decision within 2 weeks.
4. A "Transcript of Records" will be issued by receiving institution (CZ PARDUB01) no later than 2 weeks after the assessment period has finished at the receiving HEI.
5. A "Transcript of Records" will be issued by receiving institution (E JAEN01) no later than 5 weeks after the assessment period has finished at the receiving HEI.
6. If partner institution terminates the agreement by 1 September 20xx, the termination is valid as of 1 September 20xx+1. The agreement is automatically invalid in case one of partners will not receive the ERASMUS charter. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading system of the University of Pardubice (CZ PARDUB01)

Description of the institutional grading system:

Grade	Grade in words (English/Czech)	
1	excellent	výborně
1,5	excellent minus	výborně mínus
2	very good	velmi dobře
2,5	very good minus	velmi dobře mínus
3	good	dobře
4	unsatisfactory, failed	nevyhověl
R*	satisfactory completion of course, no grade	předmět splněn
absolvoval s vyznamenáním	passed with honourus	
absolvoval	passed	

ECTS grading scale: the University of Pardubice does not use the ECTS grading scale

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	
C	30	VERY GOOD - above the average standard but with some errors
D	25	
E	10	GOOD - generally sound work with a number of notable errors
FX	-	SATISFACTORY - fair but with significant shortcomings
F	-	SUFFICIENT - performance meets the minimum criteria
		FAIL - some more work required before the credit can be awarded
		FAIL - considerable further work is required

ECTS credits:

1 full academic year	=	60 credits
1 semester	=	30 credits
1 term/trimester	=	20 credits

Grading system of the **University of Jaén (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

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
CZ PARDUB01	Mgr. Andrea Pilařová, Office of International Affairs and Development, email: andrea.pilarova@upce.cz,	http://www.upce.cz/en/studium/erasmus-incoming/application-procedure.html

	tel. +420 466 036 725	
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
CZ PARDUB01	Mgr. Andrea Pilařová, Office of International Affairs and Development, email: andrea.pilarova@upce.cz , tel. +420 466 036 725	http://www.upce.cz/en/studium/ects/pojisteni.html
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

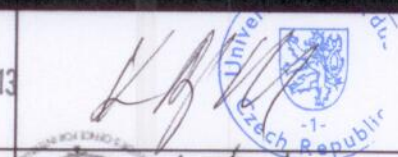
4. Housing

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
CZ PARDUB01	Bc. Monika Křištofová, email: monika.kristofova@upce.cz , tel. +420 466 036 469	http://www.upce.cz/en/zazemi/koleje-a-menza.html
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

Institution [Erasmus code]	Name, function	Date	Signature
CZ PARDUB01	Prof. PhDr. Karel Rýdl, CSc., Vice-Rector for Education	7 - 10 - 2013	
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	2/10/13	