



# Erasmus+ Programme

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

### Inter-institutional agreement 2018-21<sup>1</sup> 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 <sup>2</sup> (email, phone)	Website (e.g. of the course catalogue)
Bournemouth University Higher Education Corporation	UK POOLE01	Claire Taylor Global Engagement Mobility Officer +44 (0) 1202 962505 <a href="mailto:studyabroad@bournemouth.ac.uk">studyabroad@bournemouth.ac.uk</a>  <b>Lead Faculty Contact</b> Professor Genoveva Esteban +44 (0) 1202 968936 <a href="mailto:gesteban@bournemouth.ac.uk">gesteban@bournemouth.ac.uk</a>	<a href="#">BU Programme Specifications</a>
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Juan Ráez; Director of International Mobility; Phone +34 953 212620 E-mail: <a href="mailto:jraez@ujaen.es">jraez@ujaen.es</a>  Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/academics_home">http://www.ujaen.es/serv/vicint/home/academics_home</a>  <a href="http://estudios.ujaen.es/listadogradados">http://estudios.ujaen.es/listadogradados</a>

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

### Mobility numbers<sup>3</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration *] <sup>4</sup>	Student Mobility for Traineeships  *
UK POOLE01	E JAEN01	0521	Environmental Sciences	1st	25 (5 x 5) months	N/A
E JAEN01	UK POOLE01	0521	Environmental Sciences	1st	25 (5 x 5) months	N/A

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 *] <sup>4</sup>	Number of Staff
UK POOLE01	E JAEN01	0521	Environmental Sciences	7	2
E JAEN01	UK POOLE01	0521	Environmental Sciences	7	2

<sup>3</sup> 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>)

<sup>4</sup> [\*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 instruc- tion 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UK POOLE01	N/A	English	N/A	B2	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

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

Bournemouth University: Under English Law, Equality Act 2010, there is a duty on Bournemouth University to make reasonable adjustments for staff, students and visitors. Sources of advice and help can be found on <http://studentportal.bournemouth.ac.uk/help>

Access information about the University's buildings and facilities can be found on [http://www.bournemouth.ac.uk/facilitiesandresources/diversity/accessibility\\_information.html](http://www.bournemouth.ac.uk/facilitiesandresources/diversity/accessibility_information.html)

**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]
UK POOLE01	30 <sup>th</sup> April (for September Start)	31 <sup>st</sup> October (for January Start)
E JAEN01	30 June (for September Start)	30 November (for January Start)

<sup>5</sup> 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>

2. The receiving institution will send its decision within four [4] weeks.
3. A record of provisional marks will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. These will be subsequently confirmed following the Assessment Board.
4. Termination of the agreement
  - (A) the institutions may terminate this agreement at any time by agreement in writing between them.
  - (B) Either institution may terminate this agreement:
    - (i) at any time for any reason by providing not less than one year's notice in writing; or
    - (ii) with immediate effect by notice in writing if the other Institution commits a material breach of this agreement which (i) is not capable of remedy or (ii) if the breach is capable of remedy, it fails to remedy within 30 days of receipt of a notice requiring the breach to be remedied.
  - (C) If notice of termination of this agreement is given by either institution:
    - (i) each institution agrees that it will continue to fulfil its responsibilities to exchange students until the end of their exchange periods;
    - (ii) each Institution will cease to promote or market the exchange programme or to admit any new students to the exchange programme;
    - (iii) each institution will cease using the name and/or logo of the other institution.
  - (D) 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

Bournemouth University: Available as part of the Academic Regulation, Policy and Procedure 7H: Student Exchanges- Appendix 2- found here:

<https://intranetsp.bournemouth.ac.uk/Documents/arpp7.aspx>

#### **E JAEN01**

<b>Grade in Spanish Academic Records</b>	<b>Definition</b>	<b>Numerical mark</b>	<b>Estimated ECTS Grade</b>	<b>Definition</b>
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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
UK POOLE01	Claire Taylor Global Engagement Mobility Officer +44 (0) 1202 962505 <a href="mailto:studyabroad@bournemouth.ac.uk">studyabroad@bournemouth.ac.uk</a>	<a href="http://www.bournemouth.ac.uk/futurestudents/international/new/immigration.html">http://www.bournemouth.ac.uk/futurestudents/international/new/immigration.html</a>
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/index">http://www.ujaen.es/serv/vicint/home/index</a>

### 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
UK POOLE01	Claire Taylor Global Engagement Mobility Officer +44 (0) 1202 962505 <a href="mailto:studyabroad@bournemouth.ac.uk">studyabroad@bournemouth.ac.uk</a>	<a href="http://issuu.com/bournemouthuniversity/docs/international_student_handbook_2013">http://issuu.com/bournemouthuniversity/docs/international_student_handbook_2013</a>
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</a>

#### 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
UK POOLE01	Claire Taylor Global Engagement Mobility Officer +44 (0) 1202 962505 <a href="mailto:studyabroad@bournemouth.ac.uk">studyabroad@bournemouth.ac.uk</a>	There is no guaranteed accommodation for exchange students, however, our Accommodation Service will advise on renting or offer details of any rooms available through the University.  <a href="http://www.bournemouth.ac.uk/accommodation/index.html">http://www.bournemouth.ac.uk/accommodation/index.html</a>
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f">http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f</a>  <a href="http://www.ujaen.es/serv/vicint/home/alojamiento">http://www.ujaen.es/serv/vicint/home/alojamiento</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
UK POOLE01	Adam Child, Head of Academic Quality	30/04/2018	
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	04/05/2018	

<sup>6</sup> Scanned signatures are accepted

