



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)
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@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/academic_home.php
Poznan School of Banking	PL POZNAN13	Institutional Coordinator, Head of International Relations Office: Krzysztof Sajon krzysztof.sajon@wsb.poznan.pl Administrative contact: Aleksandra Łabędzka e-mail: aleksandra.labedzka@wsb.poznan.pl International Relations Office	http://www.wsb.pl/poznan/ http://www.wsb.pl/english/international-relations/wsb-poznan

		Al. Niepodległości 2 61-874 Poznań/ Poland Tel: +48 61 655 33 90/91 Fax: +48 61 655 32 69	
[...]			

B. Mobility numbers per academic year

Student Mobility

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	PL POZNAN13	34	Business and Administration	1 st , 2 nd	2x5months = 10	
PL POZNAN13	E JAEN01	34	Business and Administration	1 st , 2 nd	2x5months = 10	-

Staff Mobility (Teaching, 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 or average duration*]	Staff Mobility for Training *
E JAEN01	PL POZNAN13	34	Business and Administration	1 week	-
PL POZNAN13	E JAEN01	34	Business and Administration	1 week	

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]
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
PL POZNAN13		Polish	English	B1 recommended	B2 recommended

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicioPL>

POZNAN13: Exchange students are only accepted on the basis of a nomination by the home institution. In order to be admitted as an Erasmus student it is obliged to submit the following documents: application form, learning agreement, transcript of records, 3 photos (3,5cm x 4,5cm), copy of ID or passport, copy of insurance (EHIC or equivalent).

For staff mobility, the "Individual Work/Training Programme" or "Individual Teaching Programme" form duly filled in and signed by home university should be sent to IRO.

Poznan School of Banking has the infrastructure to welcome students and staff with disabilities.

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
PL POZNAN13	31 st August	15 th January

2. The receiving institution will send its decision within 2 weeks.
3. 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

This Agreement is effective for the period 2014-2021. However, 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

At E JAEN01

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

At PL POZNAN13

Local Grade	ECTS Grade	Definition
90 - 100%	5	A
		EXCELLENT - outstanding performance with only minor errors

80 - 89%	4,5	B	VERY GOOD - above the average standard but with some errors
70 - 79%	4	C	GOOD - generally sound work with a number of notable errors
60 - 69%	3,5	D	SATISFACTORY - fair but with significant shortcomings
50 - 59%	3	E	SUFFICIENT - performance meets the minimum criteria
0 - 49%	2	F/FX	FAIL - some more work required before the credit can be awarded/ considerable further work is required

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	E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es
PL POZNAN13	Krzysztof Sajon krzysztof.sajon@wsb.poznan.pl Tel: +48 61 655 33 90	http://poznan.wsb.pl/eng,poz-eng,international-relations-office

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	David Peñafuerte; International Relations Officer; Phone: +34 953 213479	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en

	E-mail: dprendon@ujaen.es	
PL POZNAN 13	Krzysztof Sajon krzysztof.sajon@wsb.poznan.pl Tel: +48 61 655 33 90	http://poznan.wsb.pl/eng,poz-eng,international-relations-office


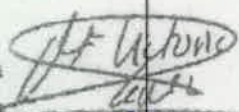

4. Housing

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
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
PL POZNAN 13	Krzysztof Sajon krzysztof.sajon@wsb.poznan.pl Tel: +48 61 655 33 90	http://poznan.wsb.pl/eng,poz-eng,international-relations-office

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	17/02/14	  Victoria López Ramón Vice-Chancellor for Internationalization
PL POZNAN13	Dr Piotr Dawidziak Vice Rector	January 30, 2014	

¹ Scanned signatures are accepted

