



# 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	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Universidad de Jaen	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:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/academlcs_home">http://www.ujaen.es/serv/vicint/home/academlcs_home</a>  <a href="http://estudios.ujaen.es/listado grados">http://estudios.ujaen.es/listado grados</a>
<b>CHARLES UNIVERSITY IN PRAGUE</b>  <b>Faculty of Arts</b>	CZ PRAHA07	<u>Faculty coordinator:</u> Petra Jančíková Petra.jancikova@ff.cuni.cz +420 221 619 840  <u>Department coordinator:</u> Doc. Jiří Janák, Ph.D. E-mail: <a href="mailto:jiri.janak@ff.cuni.cz">jiri.janak@ff.cuni.cz</a> Tel. +42 022 16 19 617	Website of the university: <a href="http://www.cuni.cz">www.cuni.cz</a>  Website of the Faculty <a href="http://www.ff.cuni.cz">www.ff.cuni.cz</a>  Website of the Department: <a href="http://egyptologie.ff.cuni.cz">egyptologie.ff.cuni.cz</a>

### B. Mobility numbers 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	TO	Subject area code	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*]	Student Mobility for Traineeships *
E JAEN01	CZ PRAHA07	225	History and Archeology	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10 (1 student x 10 months)	//
CZ PRAHA07	E JAEN01	225	History and Archeology	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10 (1 student x 10 months)	

  

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	CZ PRAHA07	225	History and Archeology	14 days (2 persons x 7 days)	
CZ PRAHA07	E JAEN01	225	History and Archeology	14 days (2 person x 7 days)	

### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E JAEN01		Spanish	English	B1	B2
CZ PRAHA07		English	Czech	B2	B2

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/inicio>

**Administrative contact to which Transcript of Record and Attendance certificate have to be sent**

Name of the Institution (and department, where relevant)	Erasmus code	Contact details for Transcript of Records and attendance certificate (email, phone)	Website (eg. of the course catalogue)
Universidad de Jaen	E JAEN01	<a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a> <a href="mailto:areig@ujaen.es">areig@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/page/17/53">http://www.ujaen.es/serv/vicint/home/page/17/53</a> <a href="http://www.ujaen.es/serv/vicint/home/page/16/51">http://www.ujaen.es/serv/vicint/home/page/16/51</a>
	CZ PRAHA07	Bc. Andrea Čapková <a href="mailto:Andrea.capkova@ff.cuni.cz">Andrea.capkova@ff.cuni.cz</a>	<a href="http://www.ff.cuni.cz">www.ff.cuni.cz</a>

<sup>1</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>

## 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	31 August	31 January
CZ PRAHA07	June 15th	October 31st

2. The receiving Institution will send its decision within 3 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

Any unilateral or bilateral decision to discontinue or modify the exchanges will be notified to the other party by 1 September 20XX and it 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

CZPRAHA07: <http://www.cuni.cz/UK-5381.html>

### 2. Visa

#### **Partner data**

According to the requirements of the Erasmus Charter for Higher Education, the sending and receiving institutions will assist those of its incoming mobile staff/students who need a visa by issuing in a timely manner, upon request, the necessary documentation for the visa application (i.e. letters confirming staff/students status at the institution)

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: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/Index">http://www.ujaen.es/serv/vicint/home/Index</a>
CZ PRAHA07	erasmus@ruk.cuni.cz  +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>

### **3. Insurance**

According to the requirements of the Erasmus Charter for Higher Education, the sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants. In cases in which insurance cover is not automatically provided, the receiving institution will inform and assist mobile participants.

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: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</a>
CZ PRAHA07	erasmus@ruk.cuni.cz  +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>

### **4. Housing**

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

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	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:alocana@ujaen.es">alocana@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>

CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	4/29/16	
CZ PRAHA07	doc. Mirjam Friedová, Ph.D. Dean of Faculty of Arts	15/11/16	