



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE JAEN	E JAEN01	M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: <a href="mailto:sbruque@ujaen.es">sbruque@ujaen.es</a>  David Peñafuerte; International Relations Officer; Phone: +34 953 213479	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	
UNIVERSITA' TELEMATICA INTERNAZIONALE UNINETTUNO	I ROMA24	Dario Assante Corso Vittorio Emanuele II n° 39 00186 - Roma, Italia Phone: +39-06-69207664 Fax: +39-06-69942065 email: <a href="mailto:erasmus@uninettunouniversity.net">erasmus@uninettunouniversity.net</a>	University website: <a href="http://www.uninettunouniversity.net">http://www.uninettunouniversity.net</a>  Academic offer: <a href="http://www.uninettunouniversity.net/en/offertaformativa.aspx">http://www.uninettunouniversity.net/en/offertaformativa.aspx</a>

### B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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  Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration*]	
I ROMA24	E JAEN 01	52	Computer Engineering	1 (BA)	1 student for 10 months	
		52	Industrial Engineering	1 (BA)	1 student for 10 months	
		340	Business and administration	1 (BA)	1 student for 10 months	
		311	Psichology	1 (BA)	1 student for 10 months	
		311	Psichology	2 (MA)	1 student for 10 months	
E JAEN 01	I ROMA24	52	Computer Engineering	1 (BA)	2 students each for 10 months	2 students each for 5 months

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:

<http://www.iis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

[\*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.]

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 *
I ROMA24	E JAEN 01	52	Computer Engineering	1 teacher/5 days	1 teacher/5 days
		52	Industrial Engineering	1 teacher/5 days	1 teacher/5 days
		340	Business and administration	1 teacher/5 days	1 teacher/5 days
		311	Psychology	1 teacher/5 days	1 teacher/5 days
E JAEN 01I	ROMA24	52	Computer Engineering	1 teacher/5 days	1 teacher/5 days
		52	Industrial Engineering	1 teacher/5 days	1 teacher/5 days
		340	Business and administration	1 teacher/5 days	1 teacher/5 days
		311	Psychology	1 teacher/5 days	1 teacher/5 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	Optional: Subject	Language of	Language of	Recommended language of instruction level <sup>6</sup>
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<sup>6</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>

[Erasmus code]	area	instruc- tion 1	instruc- tion 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 ROMA24		English	Italian	B2	B2

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

*[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.]*

#### I ROMA24:

##### STUDENTS

- Nominations  
Student nominations should be sent (e-mail) by the Partner University to the International Mobility Office (erasmus@uninettunouniversity.net), before 1st July (first term), 15th November (second term) and 15th March (third term)
- Application procedure  
All the nominated students should send by email the required documents (application form, learning agreement, copy of the passport, ID photograph) to the International Mobility Office of UNINETTUNO University before 15th July (first term), 30th November (second term) and 30th March (third term)
- Student's activities  
Since UNINETTUNO University is a distance University, there are no face-to-face courses. All courses will be attended by the students at distance. UNINETTUNO will arrange a class for the Erasmus students. In the class they can meet each other, study together and attend the courses at distance but meet professors in presence, access to IT facilities and online libraries. In addition, the students will take part to study visits and training sessions during the courses.

Detailed information about the procedure:

[www.uninettunouniversity.net/en/international-mobility-office.aspx](http://www.uninettunouniversity.net/en/international-mobility-office.aspx)

##### DISABLED

At the International Telematic University UNINETTUNO a specific service offers specific assistance to students/staff with disabilities. Didactic activities can be attended at distance by means of the UNINETTUNO web-platform services. The structure of the University buildings may occur difficulties for students with serious mobility problems.

Disabled students interested to study at the International Telematic University UNINETTUNO should contact the International Mobility Office before starting the application procedure to make sure if all the necessary assistance can be provided.

**STAFF**

Academic teachers interested in a teaching visit and administrative staff interested in spending one week training at the International Telematic University UNINETTUNO should at first contact the International Mobility Office of the International Telematic University UNINETTUNO, who will then forward the query to the appropriate department of the University.

Detailed information for incoming staff:

[www.uninettunouniversity.net/en/international-mobility-office.aspx](http://www.uninettunouniversity.net/en/international-mobility-office.aspx)

**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]
E JAEN01	30 June	30 November

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

Receiving institution [Erasmus code]	First term [month]	Second term [month]	Third term [month]
I ROMA24	1st July	15th November	15th March

2. The receiving institution will send its decision within [x] weeks.

**I ROMA 24:** 3 weeks

**E JAEN01:** 2 weeks

3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

**I ROMA 24:** 4 weeks

## **E JAEN01: 5 weeks**

### 4. Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

- End of the stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with one year in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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. The termination clauses must include the following disclaimer: ""]*

## **F. Information**

### **1. Grading systems of the institutions**

#### **I ROMA 24:**

ECTS grade	Italian grade	definition
A	29-30	EXCELLENT – outstanding performance with only minor errors
B	27-28	VERY GOOD – above the average standard but with some errors
C	24-26	GOOD – generally sound work with a number of notable errors
D	21-23	SATISFACTORY – fair but with significant shortcomings
E	18-20	SUFFICIENT – performance meets the minimum criteria
FX, F	0-17	FAIL – some more work required before the credit can be awarded

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough.*

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

### **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%
	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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>
I ROMA24	<a href="mailto:erasmus@uninettunouniversity.net">erasmus@uninettunouniversity.net</a> +39 0669207664	<a href="http://www.esteri.it/visti/index_eng.asp">http://www.esteri.it/visti/index_eng.asp</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>
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E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>
I ROMA24	<a href="mailto:erasmus@uninettunouniversity.net">erasmus@uninettunouniversity.net</a> +39 0669207664	<a href="http://www.uninettunouniversity.net/en/international-mobility-office.aspx">www.uninettunouniversity.net/en/international-mobility-office.aspx</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
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>
I ROMA24	<a href="mailto:erasmus@uninettunouniversity.net">erasmus@uninettunouniversity.net</a> +39 0669207664	<a href="http://www.uninettunouniversity.net/en/international-mobility-office.aspx">www.uninettunouniversity.net/en/international-mobility-office.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M <sup>a</sup> Victoria López Ramón, Vice-Chancellor of Internationalization	15/05/14	 
I ROMA24	Prof. Maria Amata Garito Rector	08/05/2014	 

<sup>8</sup> Scanned signatures are accepted