



# Erasmus+ Programme

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

## **Inter-institutional agreement 2015-2021** **between programme countries**

**[Minimum requirements]**

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)
Università degli Studi Roma Tre	I ROMA16	European Student Mobility Programmes <a href="mailto:erasmus.agreements@uniroma3.it">erasmus.agreements@uniroma3.it</a> ph: +390657332746 fax: +390657332330 Via Ostiense 159 00154 Roma - Italia  Erasmus Departmental Coordinators : Prof. Paolo Mattera e-mail <a href="mailto:paolo.mattera@uniroma3.it">paolo.mattera@uniroma3.it</a>	<a href="http://www.uniroma3.it">www.uniroma3.it</a> <a href="https://portalestudentes3.uniroma3.it/esse3/Home.do">https://portalestudentes3.uniroma3.it/esse3/Home.do</a> <a href="http://www.uniroma3.it/offerta15.php">http://www.uniroma3.it/offerta15.php</a>

		Prof. Manfredi Merluzzi e-mail <a href="mailto:manfredi.merluzzi@uniroma3.it">manfredi.merluzzi@uniroma3.it</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:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/academics_home.php">http://www.ujaen.es/serv/vicint/home/academics_home.php</a>

## B. Mobility numbers<sup>1</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.

[\*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	TO	Subject area code	Subject area name	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching	Staff Mobility for Training
				[total number of days of teaching periods or average duration *]	
E JAEN01	I ROMA16	0222	HISTORY AND ARCHAEOLOGY	1 teacher* 5 days	N/A
I ROMA16	E JAEN01	0222	HISTORY AND ARCHAEOLOGY	1 teacher* 5 days	N/A

<sup>1</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>)

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### 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>2</sup>	
				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 ROMA16		Italian		B1	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.]

<sup>2</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 JAEN01:

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

## I ROMA16:

Students with disabilities Office: <http://host.uniroma3.it/uffici/accoglienzadisabili>

## 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
I ROMA16	June 15 <sup>th</sup>	November 15 <sup>th</sup>

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

2. E JAEN01: The receiving institution will send its decision within 2 weeks. I ROMA16: The receiving institution will send its decision within 6 weeks.
3. E JAEN01: 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

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

### **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

### **I ROMA16:**

The credits mentioned in Roma Tre transcripts are equal to ECTS. One credit represents 25 hours of study, with one full time academic year consisting of 60 ECTS credits. The grading system used at the University Roma Tre is the national grading system:

- Passing grades for each exam or learning activity can range from 18 to 30. The highest possible grade is 30 e lode (30L). For some exams and activities there is no grade, but only "pass" (IDONEO).
- Graduation grades can range from 66 to 110. The highest possible grade is 110/110 with honours. The final graduation mark depends on the average of exams grades and the academic value of the thesis and of its defense; the latter is evaluated by a commission of members of the Faculty.

More information can be found at the web-site:

<http://www.cimea.it/default.aspx?IDC=135> .

Statistical distribution of grades can be found at the following link:  
[http://europa.uniroma3.it/relint\\_nuovo/sito\\_2005/view.asp?id=199](http://europa.uniroma3.it/relint_nuovo/sito_2005/view.asp?id=199)

## **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	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/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>
I ROMA16	<a href="mailto:incoming.students@uniroma3.it">incoming.students@uniroma3.it</a> ph: +390657332329/328 fax: +390657332330	<a href="http://europa.uniroma3.it/reint_nuovo/sito_2005/view.asp?id=224">http://europa.uniroma3.it/reint_nuovo/sito_2005/view.asp?id=224</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:

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/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>
I ROMA16	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/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</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

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/portada.php?idioma=en">http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en</a>
I ROMA16	<a href="mailto:erasmus@cts.it">erasmus@cts.it</a>	<a href="http://europa.uniroma3.it/reint_nuovo/sito_2005/view.asp?id">http://europa.uniroma3.it/reint_nuovo/sito_2005/view.asp?id</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
E JAEN01	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	26/11/15	 
I ROMA16	Prof. Luca Pietromarchi Erasmus Institutional Coordinator	19/11/2015	 

<sup>3</sup> Scanned signatures are accepted