



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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)
UNIVERSIDAD DE JAÉN	E JAEN01	Sebastián Bruque Cámara, Vice-President of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es Juan Ráez; Director of International Mobility; Phone +34 953 212620 E-mail: jraez@ujaen.es Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/academics_home http://estudios.ujaen.es/lstado grados
UNIVERSITA' TELEMATICA INTERNAZIONALE UNINETTUNO	I ROMA24	Prof. Maria Amata Garito	University website: http://www.uninettunouniversity.net

		<p>The Rector Phone: +39-06-69207628</p> <p>Dario Assante Erasmus Coordinator Phone: +39-06-69207664 Fax: +39-06-69942065 email: d.assante@uninettunouniversity.net</p> <p>International Mobility Office Phone: +39-06-69207698 email: erasmus@uninettunouniversity.net</p>	<p>Academic offer: http://www.uninettunouniversity.net/en/offertaformativa.aspx</p>
--	--	---	--

B. Mobility numbers¹ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
E JAEN01	I ROMA24	0410	Business and administration	2 nd	18 (2*9)	
		0710	Industrial Engineering	2 nd	18 (2*9)	

¹ 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>)

		0714	Computer Engineering	2 nd	18 (2*9)	
I ROMA24	E JAEN01	0410	Business and administration	2 nd	18 (2*9)	
		0710	Industrial Engineering	2 nd	18 (2*9)	
		0714	Computer Engineering	2 nd	18 (2*9)	

*[*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 instruction 2	Recommended language of instruction level 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	

² 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>

I ROMA24		English	Italian	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.]

E JAEN01:

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

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

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.

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

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

2. **E JAEN01:** The receiving institution will send its decision within 2 weeks
I ROMA 24: The receiving Institution will send its decision within 3 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]*
I ROMA 24: A Transcript of Records will be issued by the receiving Institution no later than 4 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 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

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: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/index

I ROMA24	International Mobility Office erasmus@uninettunouniversity.net +39 0669207698	http://www.esteri.it/visti/index_eng.asp
----------	---	---

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: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/seguro_sanitario
I ROMA24	International Mobility Office erasmus@uninettunouniversity.net +39 0669207698	www.uninettunouniversity.net/en/international-mobility-office.aspx

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: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f http://www.ujaen.es/serv/vicint/home/alojamiento

I ROMA24	International Mobility Office erasmus@uninettunouniversity.net +39 0669207698	www.uninettunouniversity.net/en/international-mobility-office.aspx
----------	---	--

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E JAEN01	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	16.01.17	
I ROMA24	Prof. Maria Amata Garito The Rector	14.01.2017	

³ Scanned signatures are accepted