

# Swiss-European Mobility Programme

## - Mobility for learners and staff - Higher Education Student and Staff Mobility

### **BILATERAL AGREEMENT valid for the academic years 2014/15- 2020/21**

The numbers mentioned in this contract are not a commitment; reciprocity and/or prolongation may be discussed. For each academic year both parties will have the opportunity to review the exchange agreed upon in this initial paper. Upon mutual agreement, amendments of the mobility figures can be made.

The above parties agree to co-operate in the activities shown below in the frame of the Swiss-European Mobility Programme, according to the principles of the Erasmus Charter for Higher Education (ECHE). Both parties will facilitate information on any issue that can facilitate the mobility of students and staff.

The present agreement will be valid as long as Switzerland does not have the status of a Programme Country in Erasmus+.

#### **A. Information about higher education institutions**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>3</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
<b>UNIVERSIDAD DE JAÉN</b>	<b>E JAEN01</b>	M <sup>a</sup> 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: <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> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		E-mail: <a href="mailto:dprenon@ujaen.es">dprenon@ujaen.es</a>	
<b>University of Teacher Education / Pädagogische Hochschule St.Gallen (PHSG)</b>	<b>CH ST.GALL 11</b>	<p><b>Institutional Coordinator + Departmental Coordinator Primary Education:</b> Barbara Wolfer, M.A. Pädagogische Hochschule St. Gallen, Seminarstr. 27 CH-9400 Rorschach, Switzerland <a href="mailto:barbara.wolfer@phsg.ch">barbara.wolfer@phsg.ch</a></p> <p><a href="mailto:internationaloffice@phsg.ch">mailto:internationaloffice@phsg.ch</a></p> <p>+41 71 844 1867</p> <p><b>Departmental Coordinator Secondary Education:</b></p> <p>Dr. Ruth Frehner Pädagogische Hochschule St. Gallen, Notkerstr. 27 CH-9000 St. Gallen, Switzerland <a href="mailto:ruth.frehner@phsg.ch">ruth.frehner@phsg.ch</a></p> <p>+41 71 243 9420 (registrar's office)</p>	<p><b>International Class</b></p> <p><a href="http://www.phsg.ch/web/dienstleistungen/international/international-class-1926.aspx">http://www.phsg.ch/web/dienstleistungen/international/international-class-1926.aspx</a></p> <p><b>Regular Studies Programme</b></p> <p>- <i>Primary Education</i></p> <p><a href="http://www.phsg.ch/Portaldata/1/Resources/kiga_primar/ausbildung/1_studium/studienplan/Studienplan_2013.pdf">http://www.phsg.ch/Portaldata/1/Resources/kiga_primar/ausbildung/1_studium/studienplan/Studienplan_2013.pdf</a></p> <p>- <i>Secondary Education</i></p> <p><a href="http://www.phsg.ch/web/studium/sekundarstufe-i/bachelor-master-studiengang/studienbereiche.aspx">http://www.phsg.ch/web/studium/sekundarstufe-i/bachelor-master-studiengang/studienbereiche.aspx</a></p>

## B. Mobility numbers<sup>4</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.

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E JAEN01	CH ST.GALL11	14	Teacher training and education	1 <sup>st</sup> / 2 <sup>nd</sup>	4/20	
		18	Humanities			
CH ST.GALL11	E JAEN01	14	Teacher training and education	1 <sup>st</sup> / 2 <sup>nd</sup>	4/20	
		18	Humanities			

[\*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 *
E JAEN01	CH ST.GALL11	14	Teacher training and education	1 (1 week)	
CH ST.GALL11	E JAEN01	14	Teacher training and education	1 (1 week)	

<sup>4</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>

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>E JAEN01</b>		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
<b>CH ST.GALL11</b>	International Class / English Subject Studies	English		B2	B2
	Regular Study Programmes	German		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.]*

**University of Jaén:** information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/medespeciales/inicio>

<sup>5</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>

### **PHSG Incoming students**

for the International Class students are required to attend the 2 orientation days prior to beginning of term.

For the regular courses beginning in the autumn, students need to attend the 2 introductory days prior to beginning of regular classes. For more information please consult <http://www.phsg.ch/web/dienstleistungen/international/students-mobility/incoming.aspx>

### **PHSG Incoming staff**

Arrangements will be made individually. Please contact the international office at [internationaloffice@phsg.ch](mailto:internationaloffice@phsg.ch)

### **PHSG students and staff with special needs**

Our campuses are adapted to the special needs of students and staff wherever possible; however our historic buildings in places require the student or staff member in question to get some help. For special arrangements please contact [internationaloffice@phsg.ch](mailto:internationaloffice@phsg.ch).

## **E. Calendar**

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
<b>E JAEN01</b>	30 June	30 November
<b>CH ST.GALL11 (application deadline)</b>	May 1	November 1

2. The receiving institution will send its decision within [E JAEN01, CH St.GALL11: 4] weeks.  
**E JAEN01:** 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 [E JAEN01, CH St.GALL11: 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]  
**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  
[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: "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

**CH ST.GALL11:** 6 excellent, 5.5 very good, 5 good, 4.5 satisfactory, 4 marginal (PASS), 3.5 unsatisfactory, 3 poor, 2.5 poor to very poor, 2 very poor, 1.5 very poor to useless, 1 useless

Certificates do not specify the distribution of grades.

### 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
<b>E JAEN01</b>	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>
<b>CH ST.GALL11</b>	<a href="mailto:internationaloffice@phsg.ch">internationaloffice@phsg.ch</a>	<a href="http://www.eda.admin.ch/eda/en/home/eps/eur/vrus/ref_visin/visinus/ruvaty/rustv.html">http://www.eda.admin.ch/eda/en/home/eps/eur/vrus/ref_visin/visinus/ruvaty/rustv.html</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>
<b>E JAEN01</b>	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>
<b>CH ST.GALL11</b>	<a href="mailto:internationaloffice@phsg.ch">internationaloffice@phsg.ch</a>	<a href="https://www.ethz.ch/en/studies/international-immigration-housing/health-insurance.html">https://www.ethz.ch/en/studies/international-immigration-housing/health-insurance.html</a>



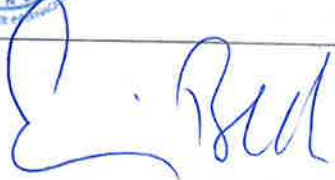
### **4. Housing**

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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
<b>E JAEN01</b>	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>
<b>CH ST.GALL11</b>	<a href="mailto:internationaloffice@phsg.ch">internationaloffice@phsg.ch</a>	<a href="http://www.phsg.ch/web/dienstleistungen/international/international-class-1926/general-information.aspx">http://www.phsg.ch/web/dienstleistungen/international/international-class-1926/general-information.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
<b>E JAEN01</b>	The Rector (On his behalf by Resolution of June 9th 2011) Signed: Ma Victoria López Ramón, Vice-Chancellor of Internationalization	3-07-14	 
<b>CH ST.GALL11</b>	Prof. Dr. Erwin Beck Rector of the University of Teacher Education St. Gallen	18-02-14	

Pädagogische Hochschule St.Gallen  
 Dr. Erwin Beck, Rektor  
 Notkerstrasse 27  
 CH-9000 St.Gallen

<sup>6</sup> Scanned signatures are accepted