

Erasmus+ Programme

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

Inter-institutional¹ agreement 2017/2018-2020/21² between programme countries

[Minimum requirements]³

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 ⁴ (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: 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/llstadogradados
UNIVERSITE TOULOUSE – JEAN JAURES Foreign Languages Departement Spanish Section	F TOULOUS02	Erasmus Administrator: Sandra Da Silva Teixeira International Office sandra.da-silva-teixeira@univ-tlse2.fr europa@univ-tlse2.fr Tel.: + 335 61 50 4495 Institutional Coordinator : Mélanie Le-Bihan : melanie.le-bihan@univ-tlse2.fr	http://www.univ-tlse2.fr/ http://www.univ-tlse2.fr/accueil/international/catalogue-des-

¹ Inter-institutional agreements can be signed by two or more higher education institutions

² Higher Education institutions have to agree on the period of validity of this agreement

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

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

		International Office : Relations Internationales, 5 allées Antonio Machado, 31058 Toulouse, France Tel: +33 5 61 50 45 99 Fax: +33 5 61 50 35 20 Academic Coordinator : Cécile MARY-TROJANI: cecile.trojanl@wanadoo.fr trojanl@unlv-tlse2.fr	cours-312312.klsp?RH=1323165007559
[...]			

B. Mobility numbers⁵ 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 SMT [total number of months of the study periods or average duration*]
F TOULOUS02	E JAEN01	023	Languages	1 st , 2 nd	3x9 (27 months)
E JAEN01	F TOULOUS02	023	Languages	1 st , 2 nd	3x9 (27 months)

[*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 (STA) [total number of days of teaching periods or average duration*]	Number of staff mobility periods Staff Mobility for Training (STT)
F TOULOUS02	E JAEN01	023	Languages	7 days	

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*); <http://www.uls.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

E JAEN01	F TOULOUS02	023	Languages	7 days	
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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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
FTOULOUS02	E JAEN01	Spanish	English	Spanish B1; or English B1 for courses taught in English. No certificate required	Spanish B2; or English B2 for courses taught in English
E JAEN01	FTOULOUS02	French		B1 no certificate is required	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

F TOULOUS02

Information for disabled students

Accessibility: Elevators exist in most of the buildings.

Accommodation: contact Sandra Da Silva Telxeira: sandra.da-silva-telxeira@univ-tlse2.fr

Learning support: lendable braille typewriter, braille terminal, LARAN Sandrine atelier-braille@univ-tlse2.fr ou sandrine.laran@univ-tlse2.fr

Assessments: extra time in examinations and similar compensations are possible

Contact Office: DIVE (BELTRAN Bernadette beltran@univ-tlse2.fr)

E JAEN01:

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

E. Calendar

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

⁶ 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
FTOULOUS02	May 31 st	October 31 st
E JAEN01	30 June	30 November

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

2. The receiving institution will send its decision within [4] 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. *[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 of the agreement, 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

Notes UT2J	Mention UT2J	Pourcentage d'étudiants qui devraient obtenir la note	Note ECTS	Définition de la note ECTS
≥ 16/20	Très bien TB	3 %	A	Excellent
≥ 15/20	Bien B	3 %	A	Excellent
≥ 14/20	Bien B	6 %	B	Très bien
≥ 13/20	Assez bien AB	8 %	B	Très bien
≥ 12/20	Assez bien AB	20 %	C	Bien
≥ 11/20	Passable P	40 %	D	Satisfaisant
≥ 10/20	Passable P	20 %	D	Passable
< 10/20	Echec E		F /FX	Insuffisant

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

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
FTOULOUS02	europa@univ-tlse2.fr elodie.cavaille@univ-tlse2.fr	http://www.univ-tlse2.fr/accueil/international/venir-a-l-ut2i/vie-pratique-37269.kjsp?RH=1323165007559
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: alocana@ujaen.es	http://www.ujaen.es/serv/vicint/home/index

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
FTOULOUS02	europa@univ-tlse2.fr	http://www.univ-tlse2.fr/accueil/international/venir-a-l-ut2i/vie-pratique-37269.kjsp?RH=1323165007559
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office;	http://www.ujaen.es/serv/vicint/home/seguro_sanitario

E-mail: alocana@ujaen.es

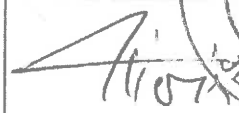

4. Housing

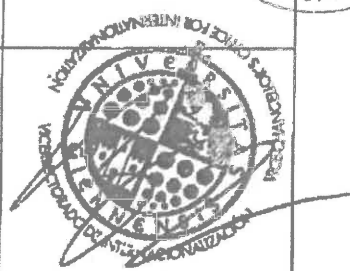
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F TOULOUS 02	sandra.da-silva-teixeira@univ-tlse2.fr europa@univ-tlse2.fr	http://www.univ-tlse2.fr/accueil/international/venir-a-l-ut2j/vie-pratique-37269.kjsp?RH=1323165007559
E JAEN01	Allna 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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
F TOULOUS02	Vice-President for International Relations Jean-Marc OLIVIER	15/12/16	
E JAEN01	The Rector (On his behalf by Resolution of April 29 th 2015) Signed: Sebastián Bruque Cámara, Vice-President for Internationalization	15/12/16	



⁷ Scanned signatures are accepted