



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2014-2021<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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
UNIVERSIDAD DE JAÉN	E JAEN01	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>	<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.

		<p>David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: <a href="mailto:dprendon@ujaen.es">dprendon@ujaen.es</a></p>	
<p>Université de Versailles Saint-Quentin-en- Yvelines</p>	<p>F VERSAIL11</p>	<p><b>Institutional coordinator:</b> Ms. Céline Delacourt- Gollain INTERNATIONAL OFFICE, Avenue de Paris 55 78035 Versailles, France Phone: +33 1 39 25 56 23 Email: <a href="mailto:agreements@uvsq.fr">agreements@uvsq.fr</a></p> <p><b>Administrative contact:</b> Mr. Laurent GIRAUDON INTERNATIONAL OFFICE 78035 Versailles, France Avenue de Paris 55 Phone: +33 1 39 25 79 83 Email: <a href="mailto:Laurent.giraudon@uvsq.fr">Laurent.giraudon@uvsq.fr</a></p> <p><b>Departmental coordinators:</b> Ms. Caroline Moine Department for History E: <a href="mailto:caroline.moine@uvsq.fr">caroline.moine@uvsq.fr</a></p> <p>Ms. Natacha SAUPHANOR- BROUILLAUD Head of the Private Law Department E: <a href="mailto:natacha.sauphanor-brouillaud@uvsq.fr">natacha.sauphanor-brouillaud@uvsq.fr</a></p> <p>Mr. Frédéric Eusèbe Department for Spanish E: <a href="mailto:frederic.eusebe@uvsq.fr">frederic.eusebe@uvsq.fr</a></p>	<p><b>Website:</b> <a href="http://www.uvsq.fr/">http://www.uvsq.fr/</a></p> <p><b>Course catalogue:</b> <a href="http://www.uvsq.fr/les-formationen-par-discipline-234375.kjsp?RH=1263379058627">http://www.uvsq.fr/les-formationen-par-discipline-234375.kjsp?RH=1263379058627</a></p>

## 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> ] *	Student Mobility for Studies  [total number of months of the study periods or average duration*]
E JAEN01	F VERSAIL11	0230	Languages	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (20 months)
		0222	History and Archaeology	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (20 months)
				1 <sup>st</sup> , 2 <sup>nd</sup>	3 (30 months)
		0421	Law		
F VERSAIL11	E JAEN01	0230	Languages	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (20 months)
		0222	History and Archaeology	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (20 months)
				1 <sup>st</sup> , 2 <sup>nd</sup>	3 (30 months)
		0421	Law		

*[\*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:

<sup>5</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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of Instruc- tion 1	Language of Instruc- tion 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
F VERSAIL11		French	English	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.]*

#### 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
F VERSAIL11	May 31 <sup>st</sup>	October 31 <sup>st</sup>

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

<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>

2. 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 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

*The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. 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:

F

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

**VERSAIL11:** Grades in France are awarded on a scale of 1-20, but the tradition is such that grades higher than 16 are seldom awarded. Interpretation of the French 0-20 scale in terms of ECTS grading standards:

Grade /20	ECTS equivalent	Comments
18-20	A	Excellent
16-17	B	Very good
14-15	C	Good
12-13	D	Satisfactory
10-11	E	Pass
< 10	F	Fail

### 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	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	<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>
F VERSAIL11	<a href="mailto:etudiantetranger@uvsq.fr">etudiantetranger@uvsq.fr</a>	<a href="http://www.uvsq.fr/tout-savoir-sur-les-etudes-et-la-vie-a-l-uvsq-272493.kjsp?RH=1350906081858">http://www.uvsq.fr/tout-savoir-sur-les-etudes-et-la-vie-a-l-uvsq-272493.kjsp?RH=1350906081858</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	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	<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>
F VERSAIL11	<a href="mailto:etudiantetranger@uvsq.fr">etudiantetranger@uvsq.fr</a>	<a href="http://www.uvsq.fr/secureite-sociale-et-mutuelle-des-etudiants-236478.kjsp?RH=1366733837857">http://www.uvsq.fr/secureite-sociale-et-mutuelle-des-etudiants-236478.kjsp?RH=1366733837857</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	<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>

	Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	
F VERSAIL11	etudiantetranger@uvsq.fr	<a href="http://www.uvsq.fr/le-service-logement-de-la-dve-235920.kjsp?RH=1366732769490">http://www.uvsq.fr/le-service-logement-de-la-dve-235920.kjsp?RH=1366732769490</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</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	11/10/14	 
F VERSAIL11	Jean-Luc VAYSSIERE President	05/11/14	 Pour le Président, et par délégation Le Vice-Président chargé des relations internationales Alain BUI 

<sup>7</sup> Scanned signatures are accepted