



# Erasmus+ Programme

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

### Inter-institutional agreement 2017/18-2020/21 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: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a>  Juan Ráez Padilla; 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">http://www.ujaen.es/serv/vicint/home/academics_home</a>  <a href="http://estudios.ujaen.es/listadogradados">http://estudios.ujaen.es/listadogradados</a>
FH WIEN DER WKW UNIVERSITY OF APPLIED SCIENCES FOR MANAGEMENT AND COMMUNICATION Währinger Gürtel 97, 1180 Wien, Österreich	A WIEN21	Doris Oberleiter Head of Center for International Education & Mobility (CIEM) <a href="mailto:doris.oberleiter@fh-wien.ac.at">doris.oberleiter@fh-wien.ac.at</a> T: +43 (1) 476 77-5753  Administrative contact <a href="mailto:ciem@fh-wien.ac.at">ciem@fh-wien.ac.at</a>	<a href="http://en.fh-wien.ac.at/international/">http://en.fh-wien.ac.at/international/</a> English Course Guide is published each semester after the application deadline. <a href="http://www.fh-wien.ac.at">www.fh-wien.ac.at</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.

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	A WIEN21	0410	Business & Administration	1 <sup>st</sup>	3 students (total of 15 month)	
A WIEN21	E JAEN01	0410	Business & Administration	1 <sup>st</sup>	3 students (total of 15 month)	

[\*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	A WIEN21	0410	Business & Administration	2 min. 2 days plus travel time, min. 8 hours	Upon arrangement
A WIEN21	E JAEN01	0410	Business & Administration	2 min. 2 days plus travel time, min. 8 hours	Upon arrangement

<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>

### 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
A WIEN21		German	English	English: B1 for courses taught in English German: B2 for courses taught in German	English: 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

#### E JAEN01:

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

#### A WIEN21:

- Support for students with Disabilities: FHWien der WKW encourages students with disability and supports their special requirement when needed. Please make sure to inform FHWien der WKW in time about special needs and requirements of students.

<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>

- German Language & Austrian Culture Class is offered during the beginning of the terms and compulsory for all Incoming students (1 ECTS). Additionally we offer a free German Course during the semester (different levels available).
- FHWien der WKW offers an Orientation Week which provides incoming students with all important information regarding their stay. The Orientation Week is compulsory.
- Incoming teaching staff must be individually accepted by FHWien. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the faculty.
- Incoming non-teaching staff must be individually accepted by the FHWien, based on the proposed working plan and the availability of the department, service or unit to host visitors.

## 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
A WIEN21	Nomination deadline: 15 May Application deadline: 31 May	Nomination deadline: 15 October Application deadline: 31 October

2. E JAEN01: The receiving institution will send its decision within 2 weeks  
A WIEN21: The receiving institution will send its decision within 2 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]*  
A WIEN21: A Transcript of Records will be issued by the FHWien University of Applied Sciences as receiving institution as soon as the student has taken all examinations (including resit) and all relevant documents (signed Learning Agreement,...) have been received by the Centre for International Education and Mobility.
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%
	Suspense	0-4.9	FX-F	Not Pass

### A WIEN21

1 = Excellent (outstanding performance with only minor errors)	= 100% - >90%
2 = Good (generally sound work but with some errors)	= 90% - >75%
3 = Satisfactory (fair but with a number of notable errors)	= 75% - >60%
4 = Passed (performance meets the minimum criteria)	= 60% - >50%
5 = Fail (further work required before the credit can be awarded)	= 50% - 0%

As the Austrian grading system knows only four positive grades compared to five positive grades of the ECTS grading system, the following transfer model is proposed.

1 = Sehr Gut	ECTS grade A = 100% - >90%
2 = Gut	ECTS grade B = 90% - >75%
3 = Befriedigend	ECTS grade C = 75% - >60%
4 = Genügend	ECTS grade D = 60% - >50%
5 = Nicht Genügend	ECTS grade F = 50% - 0%
T = Teilgenommen	participated, no ECTS grade

### 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/index">http://www.ujaen.es/serv/vicint/home/index</a>
A WIEN21	Center for International Education & Mobility +43-1-47677-5750 <a href="mailto:ciem@fh-wien.ac.at">ciem@fh-wien.ac.at</a>	<a href="http://www.fh-wien.ac.at">www.fh-wien.ac.at</a> <a href="http://en.fh-wien.ac.at/international/">http://en.fh-wien.ac.at/international/</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/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</a>
A WIEN21	Center for International Education & Mobility +43-1-47677-5750 <a href="mailto:ciem@fh-wien.ac.at">ciem@fh-wien.ac.at</a>	<a href="http://www.fh-wien.ac.at">www.fh-wien.ac.at</a>  <a href="http://en.fh-wien.ac.at/international/">http://en.fh-wien.ac.at/international/</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:


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/upload_buddy_ext_f">http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f</a>  <a href="http://www.ujaen.es/serv/vicint/home/alojamiento">http://www.ujaen.es/serv/vicint/home/alojamiento</a>
A WIEN21	Center for International Education & Mobility +43-1-47677-5750 <a href="mailto:ciem@fh-wien.ac.at">ciem@fh-wien.ac.at</a>	<a href="http://www.fh-wien.ac.at">www.fh-wien.ac.at</a>  <a href="http://en.fh-wien.ac.at/international/">http://en.fh-wien.ac.at/international/</a>

#### 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	27.11.17	

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

*Bruque*

A WIEN21	Ing. Mag. (FH) Michael Heritsch, MSc Chief Executive Officer Tel.: +43 (1) 476 77-5701 <a href="mailto:michael.heritsch@fh-wien.ac.at">michael.heritsch@fh-wien.ac.at</a>	18/1/2018	

*Handwritten notes:*  
Pgs  
Mook  
RUE