



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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)
Université Sciences Humaines et Sociales Lille 3	F LILLE03	Institutional Coordinator Prof. Richard Davis Domaine universitaire du Pont de Bois BP 60149 F - 59653 Villeneuve d'Ascq Cedex T: +33320416308 F: + 33320416390 ri.direction@univ-lille3.fr Incoming students : José Lagos Lama/ Marie Coulombel incoming@univ-lille3.fr T: +33320416667	http://www.univ-lille3.fr/etudes/formations/ http://www.univ-lille3.fr/international/

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.

		Outgoing students : Karine Watremez / Marc Falempin erasmus@univ-lille3.fr T: +33320416391	
		Inter Institutional agreements : Martine Hamiache ri.developpement@univ-lille3.fr	
		Departmental coordinator(s) : cathy.fourez@univ-lille3.fr (LLCE) antolne.rodriquez@univ-lille3.fr carmen.nunez-lagos@univ-lille3.fr (LEA)	
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a 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: sbruque@ujaen.es David Peñafuerte; International Relations Officer, Phone: +34 953 213479 E-mail: dprenon@ujaen.es	http://www.ujaen.es/serv/vicin/home/academics_home.php

B. Mobility numbers⁵ 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.]

Student Mobility

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*]	
F LILLE03	E JAEN 01	2221	Langues modernes CE	1st (L)	2 x 9	

⁵ 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>

E JAEN 01	F LILLE03	2221	Langues modernes CE	1st (L)	2 x 9	
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[*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.]

Staff Mobility

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 *
F LILLE03	E JAEN 01	2221	Langues modernes CE	1 Teaching staff for (min 2 days and 8 hours)	
E JAEN 01	F LILLE03	2221	Langues modernes CE		

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 level⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F LILLE03		French		B2 (no certificate required)	French or English : min. B2

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>

E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
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For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

F LILLE03

Université Lille 3 will offer a free French course for exchange. Students willing to take this course must submit their request in the Student Application Form. A test of placement is mandatory. The course can only be followed during one semester.

<http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/>

D. Additional requirements

F LILLE03 :

Coming to Lille 3 : Step by step to Lille 3

<http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/>

Application form :

<http://www.univ-lille3.fr/international/venir-etudier/programme-echange/candidater/formulaire-candidature/>

Exchange students have access to a dedicated and free support service for disabled students <http://www.univ-lille3.fr/fr/campus/accessibilite/relais-handicap/> and to the medical center <http://www.univ-lille3.fr/siumpps/> in Villeneuve d'Ascq Campus.

For the implementation of Staff Mobility for Teaching and Training (for Incoming staff), a letter of invitation issued by a University Lille3 contact person is required

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F LILLE03	May, 15	Oct, 15
E JAEN 01	June, 30	November, 30

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

F LILLE03

2. The receiving institution will send its decision within 3 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.
4. Termination of the agreement

The involved institutions 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

E JAEN01

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.
4. Termination of the agreement

The involved institutions 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. 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

F Lille03 will recommend the following table.

The Exchange student is awarded a number of ECTS credits for each course when the student has fulfilled the course requirements.

F LILLE03 Grade	Definition
16 ≤ N ≤ 20	VERY GOOD
	GOOD

$14 \leq N < 16$	
$12 \leq N < 14$	SATISFACTORY
$10 \leq N < 12$	SUFFICIENT
$10 \leq N$	FAIL

ECTS credits : 30 ECTS /semester 60 ECTS/ academic year

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

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
F LILLE03	incoming@univ-lille3.fr T : + 33 3 20 41 66 67 F : + 33 3 20 41 63 90	http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/
E JAEN 01		

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
F LILLE03	incoming@univ-lille3.fr T : + 33 3 20 41 66 67	http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/
E JAENO1	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en


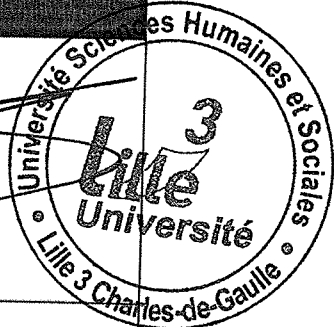
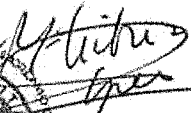

4. Housing

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 LILLE03	incoming@univ-lille3.fr T : + 33 3 20 41 66 67	http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/
E JAENO1	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
F LILLE03	Prof. Fabienne BLAISE, President	6-12-13	 
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	29/11/13	 

⁷ Scanned signatures are accepted