



Erasmus+ Programme

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

Inter-institutional agreement 2015-2021 **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 details¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE ALMERÍA	E ALMERIA 01	Julián Cuevas González Vice-Chancellor for Internationalization vicintern@ual.es +34 350 01 5816	- Institutional website: www.ual.es - Course catalogue: http://www.ceia3.es/en/academic-programs/grades
UNIVERSIDAD DE CÁDIZ	E CADIZ 01	Juan Carlos García Galindo General Director for International Affairs	- Institutional website: www.uca.es - Course catalogue: http://www.ceia3.es/e

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Edificio Constitución 1812 Paseo Carlos III nº 3. 11003 Cádiz. Spain internacional.ceia3@uca.es +34 956015682	n/academic-programs/grades
UNIVERSIDAD DE CÓRDOBA	E CORDOBA 01	Nuria Magaldi Mendaña Vice-Chancellor for Internationalization Avd. De Medina Azahara, 5 14071 Córdoba +34 957 21 8071 vinternacionales@uco.es	- Institutional website: www.uco.es - Course catalogue: http://www.ceia3.es/en/academic-programs/grades
UNIVERSIDAD DE HUELVA	E HUELVA 01	M ^a Regla Fernández Garrido Vice-Chancellor for PhD Studies and Internationalization Dr. Cantero Cuadrado, 6. 21071 Huelva. Spain rrii@uhu.es +34 959 218012	- Institutional website: www.uhu.es - Course catalogue: http://www.ceia3.es/en/academic-programs/grades
UNIVERSIDAD DE JAÉN	E JAEN 01	Sebastián Bruque Cámara Vice-Chancellor for Internationalization vicint@ujaen.es +34 953 21 21 94	- Institutional website: www.ujaen.es - Course catalogue: http://www.ceia3.es/en/academic-programs/grades
NORDAKADEMIE – Hochschule der Wirtschaft	D ELSHOR 01	Kirsten Andersen Head of the International Office kirsten.andersen@nordakademie.de +49 4121 409063	-Institutional website: www.nordakademie.de Course catalogue: https://www.nordakademie.de/duale-bachelorstudiengaenge/

B. Mobility numbers² 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 st , 2 nd or 3 rd] *	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 ALMERIA 01	D ELMSHOR 01	34 48 52	Business and Administration; Computing; Engineering and Engineering Trades;	1 st	5 participants (x 5 months = 25 months)	-
E CADIZ 01						
E CORDOBA 01						
E HUELVA 01						

² 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						
D ELMSHOR 01	E ALMERIA 01		Business and Administration; Computing; Engineering and Engineering Trades;	1 st	5 participants (x 5 months = 25 months)	-
	E CADIZ 01					
	E CORDOBA 01	34 48 52				
	E HUELVA 01					
	E JAEN 01					

[NOTE: Please note that only the subject areas indicated above are eligible within this project consortium both for incoming and outgoing mobilities. Should your institution cannot offer any of the indicated subject areas, please delete it or them, but please do not include new subject areas].

*[*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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
E ALMERIA 01	D ELMSHOR 01	34 48 52	34 48 52	1 participant (x 5 days = 5 days)	To be defined
E CADIZ 01					
E CORDOBA 01					
E HUELVA 01					
E JAEN 01					
D ELMSHOR 01	E ALMERIA 01	34 48 52	34 48 52	1 participant (x 5 days = 5 days)	To be defined
	E CADIZ 01				
	E CORDOBA 01				
	E HUELVA 01				
	E JAEN 01				

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E ALMERIA 01	All areas	ES	EN (if English subjects are offered)	B1	B2
E CADIZ 01					
E CORDOBA 01					
E HUELVA 01					
E JAEN 01					
D ELMHOR01	All areas	DE		B1	EN: 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.]

- **ceiA3 Universities** (Universidad de Almería, Universidad de Cádiz, Universidad de Córdoba, Universidad de Huelva, Universidad de Jaén):

The Universities composing this Consortium have sufficient infrastructure to welcome students and staff with disabilities:

Further information can be found in the following links:

- **E ALMERIA 01:**

³ 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>

<http://cms.ual.es/UAL/universidad/organosgobierno/vestudiantes/Pagina/PAGINA7420>

- **E CADIZ 01:** <http://www.uca.es/discapacidad/>
- **E CORDOBA 01:** <http://www.uco.es/educacion/principal/servicios/uane/index.html>
- **E HUELVA 01:** <http://www.uhu.es/sacu/discapacidad/?seccion=guia>

- **E JAEN 01:**
<http://www10.ujaen.es/sites/default/files/users/neduespeciales/discapacidad/folleto/ServiciosdiscapacidadUJA.pdf>

- **D ELMHOR 01:** Infrastructure to welcome students and staff with disabilities can be defined individually.

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 ALMERIA 01	June 15 th	November 15 th
E CADIZ 01		
E CORDOBA 01		
E HUELVA 01		
E JAEN 01		
D ELMHOR 01	Autumn term Oct – Dec: JUNE 30 th Winter term Jan – Mar: SEPTEMBER 30 th	Spring term Apr – June: DECEMBER 31 st Summer term Aug – Oct: APRIL 30 th

[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, 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 2019 will only take effect as of 1 September 2020.

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

- ceiA3 Universities (Universidad de Almería, Universidad de Cádiz, Universidad de Córdoba, Universidad de Huelva, Universidad de Jaén):

Grade in Spanish Academic Records	Definition	Numerical Mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Honours
3-3.99	Sobresaliente	9-10	A	First Class
2-2.99	Notable	7-8.9	B	Second Class
1-1.99	Aprobado	5-6.9	C	Pass
0-0.99	Suspenso	0-4.9	F	Fail

- NORDAKADEMIE: German Grading Scheme

The grading scheme in Germany usually comprises five levels (with numerical equivalents; intermediate grades may be given): "Sehr Gut" (1) = Very Good; "Gut" (2) = Good; "Befriedigend" (3) = Satisfactory; "Ausreichend" (4) = Sufficient; "Nicht ausreichend" (5) = Non-Sufficient/Fail. The minimum passing grade is "Ausreichend" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

The final grades of the single courses are:

To 1.5:	very good
From above 1.5 to 2.5:	good
From above 2.5 to 3.5:	satisfactory
From above 3.5 to 4.0:	sufficient
Above 4.0:	non-sufficient

The minimum pass mark is 4.0.

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

⁴ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 or city]	Contact details (email, phone)	Website for information
E ALMERIA 01	María del Mar Sánchez Pérez cein@ual.es +34 950 015816	http://cms.ual.es/idc/groups/public/@serv/@uinternacional/documents/documento/guideinternational.pdf
E CADIZ 01	Patricia Jordán Grimaldi internacional.ceia3@uca.es +34 956 015682	http://www.uca.es/ori/erasmus/erasmus-in-coming
E CORDOBA 01	Nines Gámiz Técnica de RR.II de la Universidad de Córdoba internacional-ceia3@uco.es +34 957 21 2610	http://www.uco.es/internacional/extranjeros/index.html
E HUELVA 01	rrii@uhu.es +34 959	http://www.uhu.es/english/erasmusStudents/
E JAEN 01	Mercedes de la Chica chica@ujaen.es +34 953 212952	http://www10.ujaen.es/info-academica
D ELSHOR 01	Kirsten Andersen kirsten.andersen@nordakademie.de +49 4121 409063	https://www.nordakademie.de/die-nordakademie/einrichtungen/international-office/erasmus-foerdermittel/

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 or city]	Contact details (email, phone)	Website for information
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E ALMERIA 01	Maria del Mar Sánchez Pérez cein@ual.es +34 950 015816	http://cms.ual.es/idc/groups/public/@serv/@uinternacional/documents/documento/guideinternational.pdf
E CADIZ 01	Patricia Jordán Grimaldi internacional.ceia3@uca.es +34 956 015682	http://www.uca.es/ori/erasmus/erasmus-in-coming
E CORDOBA 01	Nines Gámiz Técnica de RR.II de la Universidad de Córdoba internacional-ceia3@uco.es +34 957 21 2610	http://www.uco.es/internacional/externanjeranos/index.html
E HUELVA 01	rrii@uhu.es +34 959	http://www.uhu.es/english/erasmus/Students/
E JAEN 01	Mercedes de la Chica chica@ujaen.es +34 953 212952	http://www.ujaen.es/serv/vicint/home/estext_home.php?subtitle=enue
D ELSHOR 01	Kirsten Andersen Kirsten.andersen@nordakademie.de +49 4121 409063	https://www.nordakademie.de/die-nordakademie/einrichtungen/international-office/erasmus-foerdermittel/

4. Housing


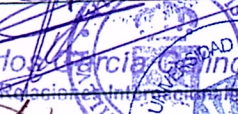

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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


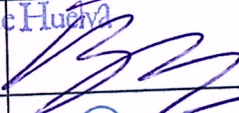
Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E ALMERIA 01	Maria del Mar Sánchez Pérez cein@ual.es +34 950 015816	www.alojamientoual.com

E CADIZ 01	Erasmus Student Network (ESN) esn@uca.es alojamiento@uca.es +34 956 015619	http://www.erasmuscadiz.com/es/alojamiento
E CORDOBA 01	Nines Gámiz Técnica de RR.II de la Universidad de Córdoba internacional-ceia3@uco.es +34 957 21 2610	http://www.uco.es/servicios/alojamiento/
E HUELVA 01	rrii@uhu.es +34 959	http://www.uhu.es/english/erasmusStudents/
E JAEN 01	Mercedes de la Chica chica@ujaen.es +34 953 212952	http://www.ujaen.es/serv/vicint/home/estext_home.php?subtitle=enue
D ELM SHOR 01	sascha.achenbach@nordakademie.de	https://www.nordakademie.de/die-nordakademie/einrichtungen/wohnheim/ https://www.nordakademie.de/die-nordakademie/einrichtungen/externes-wohnheim/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
E ALMERIA 01	Julián Cuevas González Vice-Chancellor for Internationalization	12/11/2015	
E CADIZ 01	Juan Carlos García Galindo General Director for International Affairs	20 NOV 2015	
E CORDOBA 01	Nuria Magaldi Mendaña Vice-Chancellor for Internationalization	3 dic 15	
E HUELVA 01	Mª Regla Fernández		

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

	Garrido Vice-Chancellor for PhD Studies and Internationalization	05/12/15	 M ^{re} Regla Fdez
E JAEN 01	Sebastián Bruque Cámara Vice-Chancellor for Internationalization	11/01/16	
D ELMSHOR 01	Prof. Dr. Stefan Behringer President	5.10.15	