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**Erasmus+ Programme**

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

**Inter-institutional agreement 2018-2021   
between programme countries**

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)** |
| **Friedrich Schiller University of Jena** | D-JENA01 | **Institutional Coordinator:**  Jana Blumenstein, M.A. Fuerstengraben 1 07743 Jena, Germany Tel: +49-3641-931165 Fax: +49-3641-931168 Email: international@uni-jena.de  **Departmental Coordinator:** | <http://www.uni-jena.de/international> |
| **University of…..** |  |  |  |
| *[...]* |  |  |  |

**B. Mobility numbers per 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 [1st , 2nd or 3rd] \**** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months of the study periods or average duration\*]* | *Student Mobility for Traineeships \** |
| D |  |  |  | 1st,2nd, 3rd |  |  |
|  |  |  |  |  |
|  | D |  |  | 1st,2nd, 3rd |  |  |
|  |  |  |  |  |

**Staff Mobility (Teaching, Training)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 \** |
| D |  |  |  |  |  |
|  |  |  |  |
|  | D |  |  |  |  |
|  |  |  |  |

**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** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| D-JENA01 |  | German |  | B1, better B2 | B2 recommended |
|  |  |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue of each institution.

**D. Additional requirements**

Although University of Jena has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, some infrastructures may not be adequate. The University of Jena would advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility.

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| D JENA01 | Nomination: June 30th  Application: July 15th | Nomination: December 31st  Application: January 15th |
|  |  |  |

2. The receiving institution will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution usually 4-8 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

This Agreement becomes effective for the period indicated on the first page.

**F. Information  
  
1. Grading systems of the institutions**

**Friedrich Schiller University of Jena**

Grades (according to local grading scale):

|  |  |
| --- | --- |
| German grade | verbal definition |
| 1.0 to 1.5 | very good (a performance much better than the average demands) |
| 1.6 to 2.5 | good (a performance better than the average demands) |
| 2.6 to 3.5 | satisfactory (a performance equivalent to the average demands) |
| 3.6 to 4.0 | sufficient (performance meets the minimum criteria) |
| 4.1 to 5.0 | fail (a performance not sufficient to the average demands because of considerable shortcomings) |

**Partner Institution**

**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** |
| D JENA 01 | [international@uni-jena.de](mailto:international@uni-jena.de), incoming@uni-jena.de  0049 3641 931145 | <https://www.uni-jena.de/en/guest+studies+FAQ.html>  non-EU-nationals will have to apply for student visa before or after arrival |
|  |  |  |

**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** |
| D JENA 01 | [international@uni-jena.de](mailto:international@uni-jena.de), incoming@uni-jena.de  0049 3641 931145 | <https://www.uni-jena.de/en/guest+studies+FAQ.html>  accepted insurances: European Health Insurance Cards or German public student HI |
|  |  |  |

**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** |
| D JENA 01 | [international@uni-jena.de](mailto:international@uni-jena.de), incoming@uni-jena.de  0049 3641 931145 | <https://www.uni-jena.de/en/guest+studies+FAQ.html>  <http://www.stw-thueringen.de/english/housing/index.html>  Deadlines: January 31st, July 31st |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[1]](#footnote-1)** |
| D-JENA01 | Jana Blumenstein, M.A. **ERASMUS+ Institutional Coordinator** |  |  |
|  |  |  |  |

1. Scanned signatures are accepted [↑](#footnote-ref-1)