



## Erasmus+ Programme

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

#### Inter-institutional agreement 2016-21 between programme countries

#### [Minimum requirements]<sup>1</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

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE CASTILLA- LA MANCHA	E CIUDAR01	<b>Universidad de Castilla-La Mancha</b>  ORI Ciudad Real  Calle Altagracia, 50. 13071 Ciudad Real, Spain Tel: +34 926295321 Ori.cr@uclm.es  <b>Institutional coordinator:</b> Fátima Guadamillas Gómez Vice-Chancellor for Internationalisation and Long-life Training  <b>Academic coordinators:</b> Jesus Serrano Guerrero E. S. Informática de Ciudad Real	   <a href="http://www.uclm.es/ori">www.uclm.es/ori</a>  <a href="https://www.uclm.es/misiones/lauclm/campus/campuscr">https://www.uclm.es/misiones /lauclm/campus/campuscr</a>
ALEXANDER COLLEGE	CYLARNACAO 3	Nicodemos Loizou, Dean of Academic Affairs, Alexander College	<a href="https://alexander.ac.cy/en/">https://alexander.ac.c y/en/</a>  <a href="https://alexander.ac.cy/en/courses/alexander-">https://alexander.ac.cy/e n/courses/alexander-</a>

<sup>1</sup>Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.



		<a href="mailto:n.loizou@alexander.ac.cy">n.loizou@alexander.ac.cy</a>  Panayiotis Elia Erasmus+ Officer 2 Artas Street, P.O.Box 45081 Aradippou 7110, Larnaca, Cyprus Tel: +357 24 532373 Fax: +357 24532365 <a href="mailto:erasmus@alexander.ac.cy">erasmus@alexander.ac.cy</a>	<a href="#">college-course/bsc-business-administration-finance-4-years/</a>  <a href="https://mba.alexander.ac.cy/">https://mba.alexander.ac.cy/</a>
[...]			

## B. Mobility numbers<sup>3</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> ] *	Number of student mobility periods [total number of months of the study periods or average duration*]	
E CIUDAR01	CYLARNACA03	061	Information and. Communication Technologies	1st	5x10 months	none
CYLARNACA03	E CIUDAR01	061	Information and. Communication Technologies	1st	5x10 months	none

<sup>3</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>)



FROM	TO	Subject area code *	Subject area name *	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Staff Mobility for Teaching	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
E CIUDAR01	CYLARNACA03	061	Information and. Communicati on Technologies	2- 10 days	none
CYLARNACA03	E CIUDAR01	061	Information and. Communicati on Technologies	2- 10 days	none

### 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>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CYLARNACA03		Greek	Greek	B2	B2
E CIUDAR01		SPANISH	ENGLISH	B1	B2

\* Teaching language at the UCLM is Spanish, if you are not fluent in Spanish, please contact academic coordinator for more information regarding this matter. In light of recent issues, we'd also like to point out that we do not require language certificates from our future incomings, but we do expect them to be able to follow lectures and administrative procedures. In their interest, please make sure they have a **B1** level of Spanish or at least they are **fluent** in English in order to help them get started in Ciudad Real.

<sup>4</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>



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 CIUDAR01:

- Universidad de Castilla – La Mancha has infrastructure to welcome students and staff with disabilities, more information at: <http://blog.uclm.es/saed/>
- **Servicio de Apoyo al Estudiante con Discapacidad**  
Edificio Juan de Mariana, planta baja, despacho 0.08  
Avenida Camilo José Cela s/n  
Campus universitario  
13071 Ciudad Real  
Teléfono: 926 295300 extensión 96722  
Correo electrónico: saed@uclm.es
- **CY LARNACA03:** Alexander College, Larnaka, has the infrastructure to host students and staff with disabilities, <https://alexander.ac.cy/en/facilities/college-building/>

#### E. Calendar

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

CYLARNACA03	June 30 <sup>th</sup>	November 15 <sup>th</sup>
E CIUDAR01	Nomination and application deadline June 15	Nomination and application deadline November 30

*[\* 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 4 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

*[It is up to the involved institutions to 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. The termination clauses must include the following disclaimer: "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**

Universidad de Castilla – La Mancha: <http://www.uclm.es/english/ects.asp>

### **E CIUDAR01:**

Universidad de Castilla – La Mancha: <http://www.uclm.es/english/ects.asp>

#### **E-CIUDA-R01:**

##### **International Scale**

##### **Spanish Scale**

**A** 10 - 9.00 (Matrícula de Honor (MH) - Sobresaliente)

(excellent)

**B** 8.99 - 8.00 (Notable alto)

(very good)

**C** 7.99 - 7.00 (Notable bajo)

(good)

**D** 6.99 - 6.00 (Bien)

(satisfactory)

**E** 5.99 – 5.00 (Suficiente)

(sufficient)

**F** 4.99 – 0.00 (Suspenso)

(failure)

Spanish grades go from 0 to 10, pass with 5.

### **CY LARNACA03 - Alexander College**

Appropriate definitions of the grades which will be applied to all marking are:

90 – 100%

A

80 – 89%

A-

77 – 79%

B+

73 – 76%

B

70 – 72%

B-

67 – 69%

C+

63 – 66%

C

60 – 62%

C-

57 – 59%

D+

53 – 56%

D

50 – 52%

D-

0 – 49%

F

I

Incomplete

W

Withdrawal



## 2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

## 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
CYLARNACA03	ELENI GEORGIOU <a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
E CIUDAR01	<a href="mailto:ori.cr@uclm.es">ori.cr@uclm.es</a>	<a href="https://www.uclm.es/misiones/internacional/movilidad/movilidad_entrante">https://www.uclm.es/misiones/internacional/movilidad/movilidad_entrante</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
CYLARNACA03	ELENI GEORGIOU <a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
E CIUDAR01	<a href="mailto:ori.cr@uclm.es">ori.cr@uclm.es</a>	<a href="https://www.uclm.es/misiones/internacional/movilidad/movilidad">https://www.uclm.es/misiones/internacional/movilidad/movilidad</a>



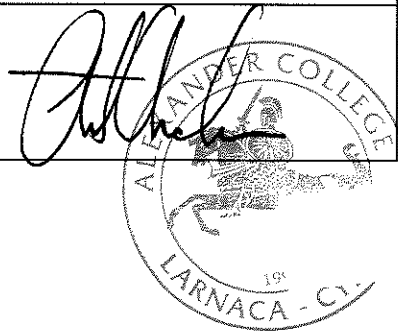
#### 4. Housing

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
CYLARNCA03	ELENI GEORGIOU <a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
E CIUDAR01	<a href="mailto:ori.cr@uclm.es">ori.cr@uclm.es</a>	<a href="http://blog.uclm.es/international/files/2016/11/guía-relaciones-internacionales.pdf">http://blog.uclm.es/international/files/2016/11/guía-relaciones-internacionales.pdf</a> ESN UCLM Ciudad Real Facebook page and group

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
E CIUDAR01	Fátima Guadamillas Gomez  Vice President for Internationalisation and Longlife learning		
CYLA4RNACA03	Andy Loppas  Director		

<sup>5</sup> Scanned signatures are accepted