

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

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| Name of the institution | University of Jyväskylä |
| Erasmus Code | SF JYVASKY01 |
| EUC | 29549 |
| Institution Web site | www.jyu.fi |
| International relations office Web site | https://www.jyu.fi/en/studywithus |
| Online course catalogue | https://www.jyu.fi/en/study/programmes/courses |

1.2. Main contacts

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| Contact person | Tuija Koponen |
| Responsibility | Erasmus Institutional coordinator |
| Contact details | tuija.koponen@jyu.fi |

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| Contact person | Sanna Väisänen |
| Responsibility | Administrative contact for bilateral agreements |
| Contact details | sanna.m.vaisanen@jyu.fi |

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| Contact person | Sanna Väisänen |
| Responsibility | Contact person for outgoing students/staff |
| Contact details | sanna.m.vaisanen@jyu.fi |

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|------------------------|--|
| Contact person | Sanna Väisänen |
| Responsibility | Contact person for incoming students/staff |
| Contact details | sanna.m.vaisanen@jyu.fi |

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

| Type of mobility | Subject area | Language(s) of instruction | Recommended language of instruction level * |
|------------------------------|--------------|----------------------------|---|
| Student Mobility for Studies | 813 | English | Minimum: B1; recommended: B2 |
| Staff Mobility for Teaching | 813 | English | B2 |

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

| | |
|--------------------|------------|
| Autumn term | 15 May |
| Spring term | 1 November |

2.3.2. Decision Response

We will send our decision within **4** weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **4** weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

<https://www.jyu.fi/en/study/studying/credits>

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

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|------------------------|---|
| Contact person | |
| Responsibility | |
| Contact details | international-office@jyu.fi |
| Website | https://www.jyu.fi/en/study/services/visas |

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

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|-----------------------|--|
| Contact person | |
|-----------------------|--|

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|------------------------|---|
| Responsibility | |
| Contact details | international-office@jyu.fi |
| Website | https://www.jyu.fi/en/study/services/insurance |

3.4. Housing

Our institution will guide incoming student/staff 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:

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|------------------------|---|
| Contact person | |
| Responsibility | |
| Contact details | international-office@jyu.fi |
| Website | https://www.jyu.fi/en/study/services/accommodation |