**Inter-Institutional Agreement 2021-20[XX]**

|  |  |  |
| --- | --- | --- |
| **Name of the institution**  (and department, where relevant) | **Erasmus code** | **Contact details**  (email, phone) |
|  |  |  |

|  |  |
| --- | --- |
| **Websites** | **URLs** |
| General |  |
| Faculty/Faculties |  |
| Course Catalogue |  |

**Calendar**

**Incoming student nominations must reach the institution by:**

|  |  |
| --- | --- |
| **Autumn term**  [day/month] | **Spring term**  [day/month] |
|  |  |

**Applications from incoming students must reach the institution by:**

|  |  |
| --- | --- |
| **Autumn term**  [day/month] | **Spring term**  [day/month] |
|  |  |

**Application procedure for incoming students**

|  |  |
| --- | --- |
| **Contact details**  (email, phone) | **Website for information** |
|  |  |

**Additional requirements**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Details** | **Website for information** (if applicable) |
| Academic requirements | - Number of ECTS completed  - Subject area code – ISCED  - EQF level |  |
| CV |  |  |
| Motivation letter |  |  |
| Other |  |  |

**The institution will send its decision within [x] weeks, and no later than 5 weeks. Inclusion and accessibility**

The institution will provide support to incoming mobile participants with special needs.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Available infrastructure adjusted for people with:** | **Description of infrastructure** (optional) | **Contact details**  (email, phone) | **Website for information** |
| - Reduced mobility  - Hearing Impairments  - Visual impairments  - … |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Available support services**  **for people with:** | **Description of support services** (optional) | **Contact details**  (email, phone) | **Website for information** |
| - Reduced mobility  - Hearing Impairments  - Visual impairments  - … |  |  |  |

**Housing**

The institution will guide incoming mobile participants in finding accommodation.

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

|  |  |
| --- | --- |
| **Contact details**  (email, phone) | **Website for information** |
|  |  |

**Visa**

The institution will provide assistance, when required, in securing visas for incoming and outbound mobile participants.

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

|  |  |  |
| --- | --- | --- |
| **Contact details**  (email, phone) | | **Website for information** |
|  |  | |

**Insurance**

The institution will provide assistance in obtaining insurance for incoming and outbound mobile participants.

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:

|  |  |
| --- | --- |
| **Contact details**  (email, phone) | **Website for information** |
|  |  |

**Additional information**

|  |  |  |
| --- | --- | --- |
| **Information on:** | **Contact details**  **(email, phone)** | **Website for information** |
| Recognition process |  |  |
| Other useful information |  |  |

**A Transcript of Records will be issued by the institution no later than [x] weeks after the assessment period has finished. [It should normally not exceed five weeks]**

**Mobility numbers per 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 can be used] | **TO**  [Erasmus code of the receiving institution can be used] | ***Subject area code*** *(optional)* [ISCED] | ***Subject area name*** *(optional)* | ***Study cycle [short cycle, 1st ,***  ***2nd or***  ***3rd]***  *(optional)* | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months****]*** | *Student Mobility for Traineeships*  *[total number of months****]*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |

**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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) at the start of the study or teaching period:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receiving institution**  [the Erasmus code can be used] | ***Optional: Subject area*** | **Language** | **Language** | **Recommended language(s) of instruction level** | |
| **of instruction 1** | **of instruction 2** |  | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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: "The National Agencies cannot be held responsible in case of a conflict."]*

**Signatures of the institutions (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  [the Erasmus code can be used] | **Name, function** | **Date** | **Signature[[1]](#footnote-1)** |
|  |  |  |  |

**“Inter-Institutional Agreements are digitally signed”**

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