**Inter-institutional agreement**

1. **Information about the higher education institutions**

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| **Name of the institution (and department where relevant)** | **Erasmus code or city[[1]](#footnote-1)** | **Contact details [[2]](#footnote-2) (email, phone)** | **Websites** |
|  |  |  | General:  Faculty/faculties:  Course catalogue: |
|  |  |  | General:  Faculty/faculties:  Course catalogue: |
| *[...]* |  |  |  |
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1. **Mobility numbers per academic year**

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

**Number of student and staff mobility periods**

*The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code or city of the sending institution]** | **TO**  **[Erasmus code or city of the receiving institution]** | ***Field of education***  **[ISCED][[3]](#footnote-3)**  ***(optional)*** | ***Field of education - clarification***  ***(optional)*** | ***Level of education***  **[EQF]**  **(optional)** | Number of mobility periods | | | | |
| ***Student Mobility***  *[Total number of students]* | ***Student Mobility***  *[Total number of months]* | ***Staff Mobility***  *[Total number of staff]* | | ***Staff Mobility***  *[Total number of days]* |
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| **Optional additional information** |
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| e.g. blended mobility, etc. |

1. **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[[4]](#footnote-4) at the start of the mobility period (see also section 5 “Preparation and Support”).

*The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.*

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| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code or city]** | ***Field of education***  ***(Optional)*** | **Language of instruction 1** | **Language of instruction 2** | **Recommended level** | |
| Student Mobility  [*Minimum recommended level in at least one of the languages: B1*] | Staff Mobility  [*Minimum recommended level in at least one of the languages for teaching: B2*] |
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For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section*.*

1. **Outreach and Selection of participants: calendar, application procedure and requirements**

* Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
* Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
* In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

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| --- | --- | --- |
| **Receiving institution**  **[Erasmus code or city]** | **Term duration** | **Deadline[[5]](#footnote-5)** |
|  | Autumn Term: from.. to..  Spring Term: from.. to.. |  |
|  | Autumn Term: from.. to..  Spring Term: from.. to.. |  |

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

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| **Application procedure (optional)** | | |
| **Receiving Institution  [Erasmus code or city]** | **Contact details**  **(email)** | **Website for information** |
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| **Academic and additional requirements**  *This table should contain a non-exhaustive list of academic and additional requirements. International partners (third countries not associated to the program) are invited to agree on the specific inclusion measures.* | | |
| **Requirement** | **Details** | **Website for information (optional)** |
| Academic requirements | Number of ECTS credits (or equivalent) already completed / current level of completion of studies  Subject area (ISCED code)  EQF level |  |
| CV |  |  |
| Motivation letter |  |  |
| Inclusion measures[[6]](#footnote-6) | Targeted categories of participants with fewer opportunities  To further enhance the inclusion dimension, partners are encouraged to discuss indicative targets during selection process. |  |
| Other |  |  |

1. **Preparation and support**

The higher education institution(s) commit(s) to:

* Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

* The receiving institution will guide incoming mobile participants in finding **accommodation**. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
* Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural** **competences**.
* Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
* Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
* The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
* Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution’s everyday life.
* Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
* The institutions commit to encourage participants to act as **ambassadors of the Mobility Programme** and share their mobility experience.

*The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.*

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| **Preparatory & support measures** | **Institution  [Erasmus code or city]** | **Contact details**  **(email, phone)** | **Website for information & arrangements** |
| Accommodation |  |  |  |
| Language Support |  |  |  |
| Visa |  |  |  |
| Insurance |  |  |  |
| Inclusion of participants with fewer opportunities |  |  | e.g. available infrastructure for:  Reduced mobility or hearing/visual impairments,  students/staff with children, etc. |
| Mentoring |  |  |  |
| Grant payments |  |  |  |
| Alumni information |  |  |  |

1. **Recognition**

Institutions commit to:

* Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g*[*. the European Credit Transfer and Accumulation System*](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en)*.]*

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* Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organisations and the mobile participants.
* Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
* Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  + Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
  + A Transcript of Records will be issued by the receiving institution no later than [x] weeks after the assessment period has finished at the receiving HEI. [*it should normally not exceed five weeks]*
  + Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

1. **Grading systems of the institutions**

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en)[[7]](#footnote-7). The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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| **Institution  [Erasmus code or city]** | **EGRACONS [If applicable]** | **Website for information** |
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1. **Any other information regarding the terms of the agreement (optional)**

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1. **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)**

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| --- | --- | --- | --- |
| **Institution**  **[Erasmus code or name and city]** | **Name, function** | **Date** | **Signature[[8]](#footnote-8)** |
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1. Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf> [↑](#footnote-ref-3)
4. For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-4)
5. Please specify the deadline for each term and, if necessary, adapt to a trimester system. [↑](#footnote-ref-5)
6. You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: <https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en> [↑](#footnote-ref-6)
7. The ECTS user’s guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\_en [↑](#footnote-ref-7)
8. Scanned copies of signatures or digital signatures may be accepted depending on the national legislation [↑](#footnote-ref-8)