Information on Digital Inter-Institutional Agreements

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility between Programme Countries

Requirements for Inter-Institutional Agreements 2021-20[29]

IMPORTANT INFORMATION: For the Erasmus+ programme 2021-2027, inter-institutional agreements <u>must</u> be renewed using the new online Inter-Institutional Agreement Manager or an equivalent system connected to the Erasmus Without Paper Network. Therefore, <u>this</u> <u>template is provided for information purposes only</u> and must not be used to renew or create agreements outside of the new online system. This document gives a preview of the proposed format and content of the new online inter-institutional agreement. The Inter-Institutional Agreement Manager will be accompanied by a more detailed data standard, to which all equivalent systems will then need to adhere.

Static information embedded in the system and applicable to all Inter-Institutional Agreements

*The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of [the European Student Card Initiative.](#)

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

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, 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:

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, 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:

Contact details (email, phone)	Website for information

Visa

The institution 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:

Contact details (email, phone)	Website for information

Insurance

The institution 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:

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 according to the Erasmus Charter for Higher Education guidelines]

After creating the profile of the higher education institution and adding the relevant general information, the higher education institution can proceed to generate Inter-Institutional Agreements with their selected partners.

Terms of the agreement to be set for each agreement and approved by the institutions (Information only accessible to the relevant parties).

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]	TO [Erasmus code of the receiving institution]	*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]

☐ **Blended mobility option for students**

*By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) [ISCED]	Subject area name (optional)	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods)	Staff Mobility for Training (optional)

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(s) of instruction level	
				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: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

"Inter-Institutional Agreements are digitally signed"