Bilateral Inter-Institutional Agreements

Erasmus+ Key Action 1 – Mobility of higher education students and staff

Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

[Requirements for bilateral Inter-Institutional Agreements 2022-20[29]]

[For the Erasmus+ programme 2021-2027, bilateral Inter-Institutional Agreements should be concluded digitally through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about Erasmus Without Paper.]

Standard information applicable to all bilateral 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 sendinginstitution.

First part – factsheet

The factsheet contains general information applicable to all bilateral intra-European inter-institutional agreements of a single higher education institution and must be shared with all partner institutions through the Erasmus without Paper Network. The general information must be accessible to students as well and updated as needed. Factsheet updates do not require approval since only the cooperation conditions of each agreement are subject to approval of both partners.

Name of the institution	Erasmus code	Contact details (email, phone)

Websites	URLs
General	
<Faculty/faculties>	
Course catalogue	

Calendar

Nominations of incoming students must reach the receiving institution by:

Autumn term [day/month]	Spring term [day/month]

[Terms can be adapted in case of a trimester system]

Applications from incoming students must reach the receiving institution by:

Autumn term [day/month]	Spring term [day/month]

Application procedure for incoming students

<Contact details> (email, phone)	Website for information

Academic requirements for nominations [must be provided if applicable]

Requirement	<Details>	Website for information
[For example: Number of ECTS credits completed]		
[Other]		

Additional requirements [must be provided if applicable]

Requirement	<Details>	Website for information
[For example for applications: Motivation letter; CV]		
[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 fewer opportunities, 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>	<Contact details> (email, phone)	Website for information
[For example: - Reduced mobility - Hearing impairments - Visual impairments]			

Available support services for people with:	<Description of support services>	<Contact details> (email, phone)	Website for information
[For example: - 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 outgoing 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 outgoing 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 at the sending institution		
[Other useful information]		

A transcript of records will be issued by the institution no later than [x] weeks after the assessment period has. It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines.

Second part - Cooperation conditions

Cooperation conditions are defined and entered for each inter-institutional agreement and approved by both partners. This part is the foundation of each inter-institutional agreement. The information entered in this part cannot be changed after the agreement has been approved, unless agreed by both partners. Agreed changes are mutually confirmed by approval in EWP. The partners commit to amend the table below in case of changes in the agreed mobility numbers by no later than the end of January in the preceding academic year.

Duration of the agreement

From academic year **[year/year]**	**To academic year** **[year/year]**

Mobility numbers per academic year

FROM **[Erasmus code of the sending institution]**	**TO** **[Erasmus code of the receiving institution]**	<Field of education [ISCED]>	<Field of education – clarification>	<Level of education [EQF]>	**Number of student mobility periods**			
					Student Mobility for Studies **[Total number of students]**	<Student Mobility for Studies **[Total number of months]** >	<Student Mobility for Traineeships **[Total number of students]**>	<Student Mobility for Traineeships **[Total number of months]**>

FROM **[Erasmus code of the sending institution]**	**TO** **[Erasmus code of the receiving institution]**	<Field of education [ISCED]>	<Field of education – clarification>	**Number of staff mobility periods**			
				Staff Mobility for Teaching **[Total number of staff]**	<Staff Mobility for Teaching **[Total number of days]**>	<Staff Mobility for Training **[Total number of staff]**>	<Staff Mobility for Teaching **[Total number of days]**>

[The ISCED field of education code and EQF level of education are optional. The institutions can define mobility numbers for one or more fields of education and/or levels of education with different numbers if applicable. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeships; in this case they should indicate the number of students that they intend to send to the partner. Total duration in months/days of the student/staff mobility periods can be indicated if relevant.]

Contact person(s) for the agreement

[The institutions can indicate a specific contact person in EWP for the agreement. These can be administrative contact(s) at faculty level responsible for mobility agreements. A change of contact person does not require approval unlike all other changes in the cooperation conditions.]

Institution	**<Contact details>** **(email, phone)**

Blended mobility option for students ☐

[The partners can select this check-box in order to confirm mutual interest to also exchange students in blended mobility, a combination of a physical mobility with a virtual component, for any cooperation condition. Students can be exchanged in the context of a Blended Intensive Programme (BIP) or individually organised mobility. It is not necessary for the partners to define a total number of blended mobility participants or total duration. Provided there is at least one existing inter-institutional agreement between the sending and receiving institutions, there is no requirement to create specific agreements in order to award mobility grants to participants in blended mobility.]

Recommended language skills

The sending institution, following an 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]**	**<Field of education>**	**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*]

Other specific terms

If the institutions have any other additional conditions for this agreement.

<Other terms>

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."]

Approval of the agreement

[In cases where the institutions involved are unable to digitally approve the Inter-Institutional Agreement, the following table can be used for signatures.]

Signatures of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature