AIEA Annual Conference 2018

Roundtable
Engaging in Erasmus+:
Opportunities for Fostering the Standards
of Professional Practice for Sios

Facilitators
Elena Vinci Hytter, Linnaeus University, Sweden (Chair)
elena.vinci-hytter@lnu.se
Vidar Pedersen, Norwegian Center for International Cooperation in Education, Norway
vidar.pedersen@siu.no
Raimonda Markeviciene, Vilnius University, Lithuania
raimonda.markeviciene@cr.vu.lt

Take-away for the participants

The participants will:
1. learn of exchange possibilities between US and EU under Erasmus+;
2. learn about principles of the programme allowing to make informed decision on participation;
3. compare mobility practices in EU and US;
4. benchmark strategy and practice of exchange activities at their institution;
5. reflect on the key players and their necessary competences ensuring successful involvement in the programme

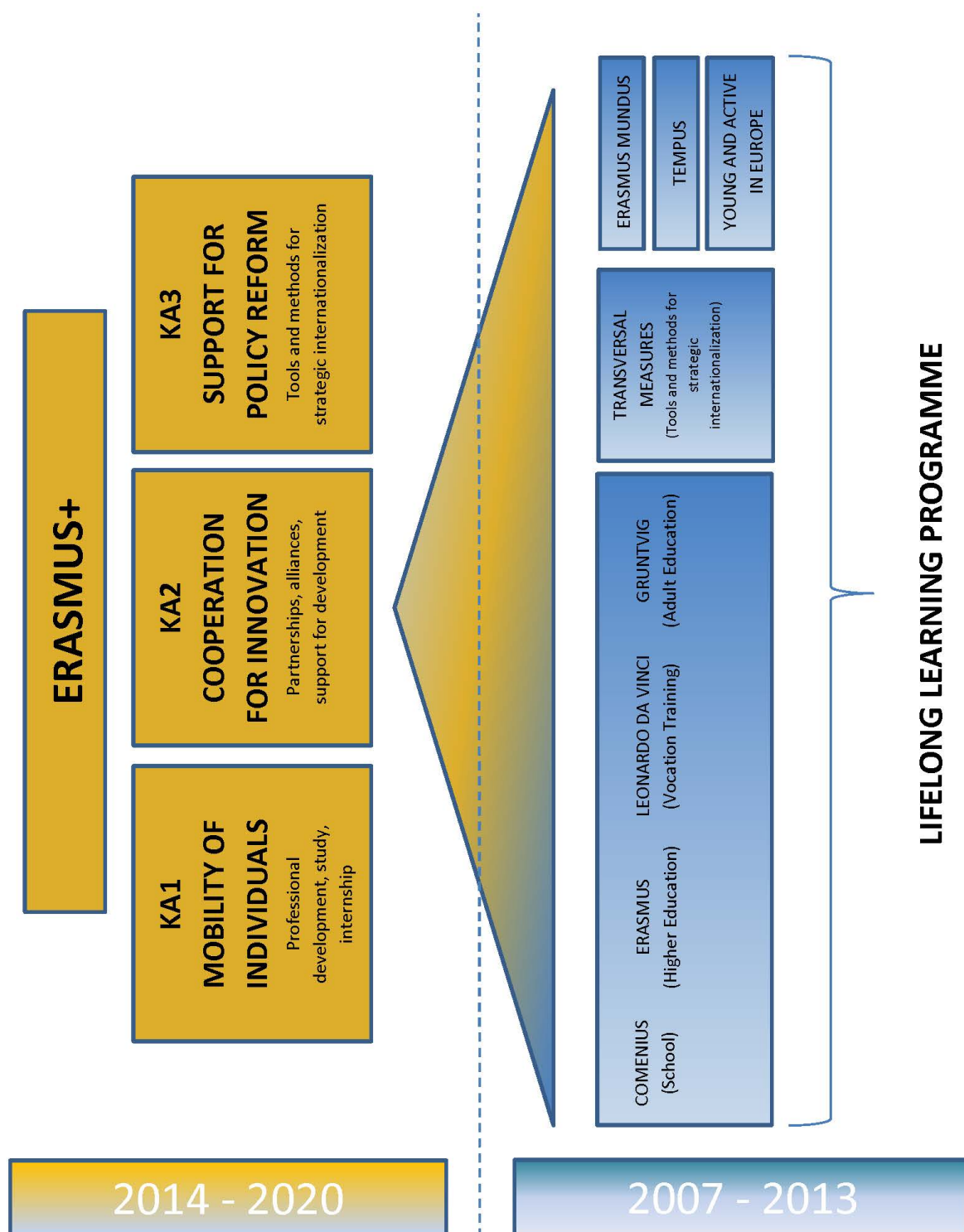and will answer the following questions:
a. What are problematic points for US institutions of participation in Erasmus+ exchanges?
b. What is the added-value for the institution to engage itself in structured mobility under Erasmus+?
c. How does participation in the programme foster development of professional practice for SIOs?

Erasmus+ activities available for **Region 13**
(other industrialized countries)
Australia, Brunei, Canada, Hong Kong, Japan, Republic of Korea, Macao, New Zealand, Singapore, Taiwan, Unites States of America

Erasmus+ Guidelines : http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf

FROM ERASMUS TO ERASMUS+

ERASMUS+

KA1
MOBILITY OF INDIVIDUALS
Professional development, study, internship

KA2
COOPERATION FOR INNOVATION
Partnerships, alliances, support for development

KA3
SUPPORT FOR POLICY REFORM
Tools and methods for strategic internationalization

2014 - 2020

2007 - 2013

COMENIUS (School)

ERASMUS (Higher Education)

LEONARDO DA VINCI (Vocation Training)

GRUNTVIG (Adult Education)

TRANSVERSAL MEASURES (Tools and methods for strategic internationalization)

ERASMUS MUNDUS

TEMPUS

YOUNG AND ACTIVE IN EUROPE

LIFELONG LEARNING PROGRAMME

Key Action 1

Learning mobility of individuals (International mobility activities)

Main aims of the strand	To enhance the attractiveness of higher education in Europe and support European higher education institutions in competing on the higher education worldwide. To promote the development and external policy objectives and principles including national ownership, social cohesion, equity, proper geographical balance and diversity.
Eligible activities	**Student mobility period** at a partner higher education institution (HEI) may include traineeship period (from 3 to 12 months); Staff mobility for a) **teaching periods** (from 5 days to 2 months with min. 8 teaching hours per week) and b) **training periods** (from 5 days to 2 months).
Who can apply?	Programme countries, i.e. HEIs of programme countries holding European Charter for Higher Education (ECHE)
Who selects the mobility projects?	National Erasmus+ agency in each Programme country
Other details	Institutions from Partner countries have to adhere to ECHE principles. Inter-institutional agreement has to be signed before the start of mobility. Quality of mobility has to be ensured according to ECHE – "Learning agreement" signed and "Transcript of records" provided to mobile students after the mobility period.
Financial support	For USA students from 750 EUR to 850 EUR per month depending on the host country. For students from Programme countries to USA – 650 EUR per month. Travel allowance for distance of 8000 KM or more – 1100 EUR per participant. Staff from USA to Programme countries – from 100 EUR to 160 EUR per day depending on the Programme country Staff from Programme countries to USA – 160 EUR per day.

Key Action 1

Erasmus Mundus Joint Master Degrees (EMJMD)

Main aims of the strand	To increase the quality and the attractiveness of European Higher Education Area (EHEA) and support EU's external action. To foster quality, improvements, innovation, excellence and internationalization of HEIs. To improve the level of competences and skills of Master graduates.
Eligible activities	**Delivery of an EMJMD programme** corresponding to 60, 90 or 120 ECTS credits organized through international consortium and awarding either joint (i.e. one single diploma) or multiple degrees (i.e. at least two diplomas). **Participation of invited scholars** (at least 4 guest lecturers per intake of students for at least 8 weeks in total) **Award of scholarships** to excellent students (max. 60 scholarships for three student intakes)
Who can apply?	HEIs established in a Programme country and holder of Erasmus Charter for Higher Education (ECHE).
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	No limitation in terms of discipline. Should involve at least three different programme countries and EMJMD study period should take place in at least two Programme countries of the consortium. Additional study periods (e.g. research, placement, thesis preparation) can take place in other organizations or **Partner countries** (one trimester – 3 months, 15 ECTS credits).
Financial support	Grant for consortium management fees and the academic staff mobility. Student scholarships of max. 25 000 EUR per year. Student scholarships of max. 25 000 EUR per year for targeted regions of the world. Funds provided for student mobility to the US up to 3 months.

Key Action 2

Knowledge Alliances

Main aims of the strand	To develop new, innovative and multidisciplinary approaches to teaching and learning. To stimulate entrepreneurship and entrepreneurial skills of HEI teaching staff and company staff. To facilitate the exchange, flow and co-creation of knowledge.
Eligible activities	The project should implement a coherent and comprehensive set of interconnected activities leading to boosting innovation in HE, business and broader socio-economic environment; development of entrepreneurial mind-set and skills and stimulation of the flow and exchange of knowledge between higher education and enterprises.
Who can apply?	Any public or private organization in a Programme country. The action mainly targets organizations in the Programme countries.
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	Projects must involve min. 6 independent organizations (at least 2 HEIs and 2 enterprises) from at least 3 Programme countries. Organizations from Partner countries can be involved as partners if their participation brings an essential added value to the project. USA institutions may join the project as associate partners.
Financial support	2-year Knowledge Alliance: 700 000 EUR 3-year Knowledge Alliance: 1 000 000 EUR. No funding available for associate partners.

Key Action 2

Strategic partnerships

Main aims of the strand	To foster development, transfer and/or implementation of innovative practices as well as joint initiatives promoting cooperation, peer learning and exchanges of experience at European level.
Eligible activities	**Strategic partnerships supporting innovation:** innovative outputs or intensive dissemination and exploitation activities. **Strategic partnerships supporting exchange of good practices:** to allow organizations to develop and reinforce networks, increase their capacity to operate at transnational level.
Who can apply?	Any organization established in a Programme country. The action mainly targets organizations in the Programme countries.
Who selects the projects?	National Agency of the country in which the applicant organization is established
Other details	Duration of the project between 24 and 36 months. Project should involve min. three organizations from three different Programme countries. No limitation to partners but the budget is capped to 10 participating organizations. Organizations from Partner countries can be involved as partners if their participation brings an essential added value to the project. USA institutions may join as associate partners.
Financial support	Max. grant: a variable amount defined by multiplying 12 500 EUR by the duration of the project (in months) and up to 450 000 EUR for projects with duration of 36 months. No funding available for associate partners.

Key Action 2

Capacity Building in Higher Education

Main aims of the strand	To contribute to the development of sustainable and inclusive socio-economic growth in Partner Countries and to ensure development and EU external actions objectives and principles, including national ownership, social cohesion and diversity.
Eligible activities	**Joint projects:** Curriculum development; modernization of governance, management and functioning of HEIs; strengthening of relations between HEIs and the wider economics and social environment. **Structural Projects:** modernization of policies, governance and management of higher education systems; strengthening of relations between higher education systems and the wider economic and social environment. **Special Mobility Strand** for staff and students
Who can apply?	Higher education institutions; association or organization of higher education institutions from Programme countries or Partner country from eligible Region (1-4 and 6-11).
Who selects the projects?	European commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	Minimum one HEI from at least three Programme countries and minimum three HEIs from the Partner countries. Must be an equal number of HEIs from Partner and Programme countries. Project duration might be 2 or 3 years. Proposals have to meet national, regional or cross cutting priorities. USA institutions may participate as associate partners or on self-financing basis.
Financial support	Min. EU grant for Joint and structural projects: 500 000 EUR Max. EU grant for Joint and structural projects: 1 000 000 EUR No funding available for associate partners.

Key Action 2

Jean Monnet Modules

Main aims of the strand	To promote research and first teaching experience for young researchers and scholars and practitioners in European Union issues. To create interest in the EU and constitute the basis for future poles of European knowledge, particularly in Partner countries. To foster the introduction of a European Union angle into mainly non-EU related studies.
Eligible activities	Short teaching programme (or course) in the field of European Union studies with min. duration of 40 teaching hours. Possible forms: **General introductory course on EU issues;** **Specialized teaching on EU development;** **Summer and intensive courses that are fully recognized**.
Who can apply?	A higher education institution established in any country of the world
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	Duration of the project – three years. HEIs must support Module coordinators in their teaching, research and reflection activities and recognize the teaching activities developed.
Financial support	The max. grant is 30 000 EUR that can represent the max. 75% of the total cost of the Jean Monnet Module.

Key Action 2

Jean Monnet Chair

Main aims of the strand	To deepen teaching in European Union studies embodied in an official curriculum of HEI. To provide in-depth teaching on European Union matters for future professionals in the fields which are in increasing demand on the labour market.
Eligible activities	**A teaching post** with a specialization in European Union studies for university professors for a duration of three years. The Chair must be held by one professor who must provide min. 90 teaching hours per academic year.
Who can apply?	A higher education institution established in any country of the world
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	The Chairs are an integral part of the higher education institution that concludes the agreement. Jean Monnet Chair holders must be permanent staff members at the applicant institution and have the rank of professor. They are encouraged to get involved in open education activities and creation of open educational activities (OER), and to publish at least one book within the university press during the grant period.
Financial support	The max. grant is 50 000 EUR that can represent the max. 75% of the total cost of the Jean Monnet Chair.

Key Action 2

Jean Monnet Centre of Excellence

Main aims of the strand	To develop synergies between the various disciplines and resources in European studies. To create joint transnational activities and structural links with academic institutions in other countries. To reach out to students from faculties not normally dealing with European Union issues as well as policy makers, civil servants and general public at large.
Eligible activities	Centres of Excellence must develop a strategic three-year annual plan. HEIs planning to establish a Centre are expected to reflect on their strategic development.
Who can apply?	A higher education institution established in any country of the world
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	Duration of the project – three years. May involve the co-operation of several institutions/organisations established in the same city or region. The Centres are required to disseminate and exploit the results of the organized teaching and research activities beyond the stakeholders directly involved.
Financial support	Max. 100 000 EUR, i.e. 80% of the total eligible costs

Key Action 2

Jean Monnet associations

Main aims of the strand	To contribute to the study of European integration process.
Eligible activities	Organise and carry out statutory activities of associations dealing with European Union studies and issues. Perform research in the field of specific European issues in order to advise local, regional and European policy makers.
Who can apply?	Any association of professors and researches specializing in European Union Studies establishes in any country of the world.
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	Duration of the project – three years. The association must have an interdisciplinary character.
Financial support	Max. 50 000 EUR, i.e. 80% of the total eligible costs

Key Action 2

Jean Monnet Networks

Main aims of the strand	To foster the creation and development of consortia of international players (HEIs, Centres of Excellence, Departments, teams, individual experts, etc.) in the area of European Union Studies.
Eligible activities	Networks may realize broad range of activities
Who can apply?	A higher education institution established in any country of the world. Institution located in the Programme country must hold a valid Erasmus Charter for Higher Education (ECHE). This does not apply for Partner country institution.
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	Duration of the project – three years. Network must comprise minimum three participating institutions from three different countries.
Financial support	Max. 300 000 EUR, i.e. 80% of the total eligible costs

Key Action 2

Jean Monnet projects

Main aims of the strand	To support innovation, cross-fertilization and the spread of European Union content.
Eligible activities	Innovation – exploring new angles and different methodologies to make the EU subjects more attractive. Cross-fertilization – promoting discussion and reflection on the EU issues. Spread content – information and dissemination activities.
Who can apply?	A higher education institution established in any country of the world. Institution located in the Programme country must hold a valid Erasmus Charter for Higher Education (ECHE). This does not apply for Partner country institution.
Who selects the projects?	European Commission: Education, Audiovisual and Culture Executive Agency, located in Brussels.
Other details	Duration of the project – from 12 to 24 years.
Financial support	Max. 60 000 EUR, i.e. 75% of the total eligible costs

ELIGIBLE COUNTRIES

The Erasmus+ Programme is open to the following countries:

PROGRAMME COUNTRIES

The following countries can fully take part in all the Actions of the Erasmus+ Programme:			
Member States of the European Union (EU)[7]			
Belgium	Greece	Lithuania	Portugal
Bulgaria	Spain	Luxembourg	Romania
Czech Republic	France	Hungary	Slovenia
Denmark	Croatia	Malta	Slovakia
Germany	Italy	Netherlands	Finland
Estonia	Cyprus	Austria	Sweden
Ireland	Latvia	Poland	United Kingdom

PARTNER COUNTRIES

The following countries can take part in certain Actions of the Programme, subject to specific criteria or conditions (for more information, please consult Part B of this Guide). Funding will be allocated to organisations in the countries within their territories as recognised by international law. Applicants and participants must respect any restrictions placed on EU external assistance imposed by the European Council. Applications have to be in line with the overall EU values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities as foreseen in art 2 of the Treaty of the European Union.

PARTNER COUNTRIES NEIGHBOURING THE EU

Western Balkans (Region 1)	Eastern Partnership countries (Region 2)	South-Mediterranean countries (Region 3)	Russian Federation (Region 4)
Albania Bosnia and Herzegovina Kosovo[9] Montenegro Serbia	Armenia Azerbaijan Belarus Georgia Moldova Territory of Ukraine as recognised by international law	Algeria Egypt Israel Jordan Lebanon Libya Morocco Palestine[10] Syria Tunisia	Territory of Russia as recognised by international law

OTHER PARTNER COUNTRIES

Some Actions of the Programme are open to any Partner Country of the world listed below. For some other Actions the geographical scope is less broad.

The Partner Countries below are regrouped according to the financial instruments of the EU external action.

Region 5	Andorra, Monaco, San Marino, Vatican City State, Switzerland
Region 6[11] **Asia**	Afghanistan, Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam
Region 7[12] **Central Asia**	Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Region 8[13] **Latin America**	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Hondu-ras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
Region 9[14]	Iran, Iraq, Yemen
Region 10[15]	South Africa
Region 11 **ACP**	Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Cook Islands, Djibouti, Dominica, Dominican Republic, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, Republic of Côte d'Ivoire, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia-Federated States of, Mozambique, Namibia, Nauru, Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And The Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Suriname, Swaziland, Timor Leste -Democratic Republic of, Tanzania, Togo, Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, Zimbabwe.
Region 12 **Industrialised Gulf Cooperation countries**	Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates.
Region 13 **Other Industrialised countries**	Australia, Brunei, Canada, Hong Kong, Japan, (Republic of) Korea, Macao, New Zealand, Singapore, Taiwan, United States of America.

Erasmus+ International Credit Mobility – Quality questions

Relevance of strategy
Explain why the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and in the Partner Country). Justify the proposed type(s) of mobility (students and/or staff).

The extent to which the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and in the Partner country) and the rational for choosing staff and/or student mobility.
(maximum 30 points)

Quality of the cooperation arrangements
Detail your previous experience of similar projects with higher institutions in this Partner Country, if any, and explain how, for the planned mobility project, responsibilities, roles and tasks will be defined in the Inter-institutional Agreement.

The extent to which the applicant organisation has previous experience of similar projects with higher institutions in the partner country and the clarity of the description of responsibilities, roles and tasks between partners.
(maximum 30 points)

Quality of project design and implementation
Present the different phases of the mobility project and summarise what you plan in terms of selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner Country).

The completeness and quality of arrangements for the selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner country).
Bear in mind that certain flows may not be eligible. Please consult your National Agency's website to know which limitations apply.
(maximum 20 points)

Impact and dissemination
Explain the desired impact of the mobility project on participants, beneficiaries, partner organisations and at local, regional and national levels. Describe the measures which will be taken to disseminate the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Country.

The potential impact of the project on participants, beneficiaries, partner organisations, at local, regional and national levels and the quality of measures aimed at disseminating the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the programme and partner countries.
(maximum 20 points)

Erasmus+ Programme

**Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

Inter-institutional[1] agreement 2014-20[21][2] between institutions from programme and partner countries

[Minimum requirements][3]

The institutions named below 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city[4]	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
[…]				

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1 Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

2 Higher education institutions have to agree on the period of validity of this agreement.

3 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

4 Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

B. Mobility numbers[5] per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO[7] [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2016]

[*Optional: subject code & name and study cycle are optional. 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 traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM[7] [Erasmus code or city of the sending institution]	TO[7] [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *

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5 Mobility numbers can be given per sending/receiving institutions *and per education field (optional*:* http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

C. 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 or city]	Optional: Subject area	Main language of instruc-tion	Additional language of instruc-tion	Recommended language of instruction level[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**[7] of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:
https://eacea.ec.europa.eu/erasmus-plus/funding/erasmus-charter-for-higher-education-2014-2020_en
The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:
The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.

- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.

- Charge no fees, in the case of credit mobility, to incoming students for tuition,

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[6] See Common European Framework of Reference for Languages

[7] *Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.*

registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

- 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 enterprises and the mobile participants.

- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.

- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.

- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers**.**

- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement**.**

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]
[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

F. Calendar
1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]

[* to be adapted in case of a trimester system or different seasons]
2. The receiving institution will send its decision within [x] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. 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."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[8]. A link to a webpage can be enough. 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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[8] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

2. Visa

The sending and receiving institutions 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:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information

3. Insurance

The sending and receiving institutions 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:

Institution [Erasmus code or city]	Contact details (e- mail, phone)	Website for information

4. Housing

The receiving 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 persons and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature

Learning Agreement
Student Mobility for Studies

Erasmus+

Student	Last name(s)	First name(s)	Date of birth	Nationality[1]	Sex [M/F]	Study cycle[2]	Field of education[3]

Sending Institution	Name	Faculty/Department	Erasmus code[4] (if applicable)	Address	Country	Contact person name[5]; email; phone	

Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

		Study Programme at the Receiving Institution			
		Planned period of the mobility: from [month/year] .... to [month/year]			
Table A Before the mobility	**Component[6] code (if any)**	**Component title at the Receiving Institution (as indicated in the course catalogue[7])**	**Semester [e.g. autumn/spring; term]**	**Number of ECTS credits (or equivalent)[8] to be awarded by the Receiving Institution upon successful completion**	
				Total: ...	
	Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]				

The level of language competence[9] in _____ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is: *A1* □   *A2* □   *B1* □   *B2* □   *C1* □   *C2* □   *Native speaker* □

		Recognition at the Sending Institution		
Table B Before the mobility	**Component code (if any)**	**Component title at the Sending Institution (as indicated in the course catalogue)**	**Semester [e.g. autumn/spring; term]**	**Number of ECTS credits (or equivalent) to be recognised by the Sending Institution**
				Total: ...
	Provisions applying if the student does not complete successfully some educational components: [*web link to the relevant information]*			

		Commitment			
	By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.				
Commitment	**Name**	**Email**	**Position**	**Date**	**Signature**
Student			*Student*		
Responsible person[10] at the Sending Institution					
Responsible person at the Receiving Institution[11]					

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During the Mobility

Table A2 During the mobility	**Exceptional changes to Table A** (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)					
	Component code (if any)	**Component title at the Receiving Institution** (as indicated in the course catalogue)	**Deleted component** [tick if applicable]	**Added component** [tick if applicable]	**Reason for change**[12]	**Number of ECTS credits (or equivalent)**
			☒	☐	Choose an item.	
			☐	☒	Choose an item.	

Table B2 During the mobility	**Exceptional changes to Table B (if applicable)** (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)				
	Component code (if any)	**Component title at the Sending Institution** (as indicated in the course catalogue)	**Deleted component** [tick if applicable]	**Added component** [tick if applicable]	**Number of ECTS credits (or equivalent)**
			☐	☐	
			☐	☐	

After the Mobility

Table C After the mobility	*Transcript of Records at the Receiving Institution* Start and end dates of the study period: from [day/month/year] .... to [day/month/year]				
	Component code (if any)	**Component title at the Receiving Institution** (as indicated in the course catalogue)	**Was the component successfully completed by the student?** [Yes/No]	**Number of ECTS credits** (or equivalent)	**Grades received at the Receiving Institution**
				Total: ...	

Table D After the mobility	*Transcript of Records and Recognition at the Sending Institution* Start and end dates of the study period: from [day/month/year] .... to [day/month/year]			
	Component code (if any)	**Title of recognised component at the Sending Institution** (as indicated in the course catalogue)	**Number of ECTS credits** (or equivalent) **recognised**	**Grades registered at the Sending Institution** (if applicable)
			Total: ...	

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Erasmus+

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[1] **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

[2] **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

[3] **Field of education:** The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

[4] **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

[5] **Contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

[6] An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

[7] **Course catalogue**: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

[8] **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

[9] **Level of language competence**: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

[10] **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

[11] **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

[12] **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	*Reason for adding a component*
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

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