**Erasmus+ Programme**

**Inter-institutional agreement**

**(only TUDO to partner university in partner country)**

**Key Action 1   
Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the Programme  
and third countries not associated to the Programme**

The institutions[[1]](#footnote-1) named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years **20  -20** in KA131.

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)[[2]](#footnote-2) and in this agreement.

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)[[3]](#footnote-3) and in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)[[4]](#footnote-4), when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants’ personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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

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| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[5]](#footnote-5)**  **(address, email, phone)** | **Website**  **(eg. of the course catalogue)** |
| **Technische Universität Dortmund**  **(TU Dortmund University)** | D DORTMUN01 | Silke Viol **Erasmus Institutional Coordinator / Deputy Director**  International Office  Emil-Figge-Str. 61  44227 Dortmund  Germany  phone:  +49 (0)231-755-4727 fax:  +49 (0)231-755-5525  [silke.viol@tu-dortmund.de](mailto:silke.viol@tu-dortmund.de) | [www.international.tu-dortmund.de](http://www.international.tu-dortmund.de)/en/ |
| **Department of** | D DORTMUN01 | **Erasmus Departmental Coordinator**       ,      ,       Dortmund  phone: +49 (0)231-755-      fax: +49 (0)231-755-      email: |  |
|  |  |  |  |
| **Faculty of** |  | **Erasmus Institutional Coordinator**       ,      ,    phone: +         -      fax: +         -      email:  **Erasmus Departmental Coordinator**       ,      ,    phone: +         -      fax: +         -      email: |  |

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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code* [ISCED]** | ***Subject area name*** | ***Study cycle***  ***[UG, Post-graduate, Doctoral]*** | **Number of student mobility periods**  Student Mobility for Studies | | |
| *Students* | *Student months* | *Student months (=sum)* |
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| --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code* [ISCED]** | ***Subject area name*** | **Number of staff mobility periods**  Staff Mobility for Teaching | |
| *Total number of days* | *Number of teaching hours per week (min 8)* |
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| **Optional additional information** |
|
| e.g. blended mobility, traineeships, staff training 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[[6]](#footnote-6) at the start of the mobility period (see also section 5 “Preparation and Support”).

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| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code]** | ***Subject area*** | **Language of instruction 1** | **Language of instruction 2** | **Recommended language of instruction level[[7]](#footnote-7)** | |
| Student Mobility for Studies  [*Minimum re-commended level: B1*] | Staff Mobility for Teaching  [*Minimum re-commended level: B2*] |
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For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

1. **Partnership arrangements: fees and organisational support funds**

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

* In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
* For tuition, 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.
* At TUDO all students will be responsible for the “Semesterbeitrag”, a mandatory contribution including exclusively social services for the benefit of the students and a ticket for public transport in the region. This contribution is managed by the student body and the student services organisation (Studierendenwerk).

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 Programs 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:

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
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The receiving institution will send its decision within 3-4 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:

|  |  |  |
| --- | --- | --- |
| **Application procedure (optional)** | | |
| **Receiving Institution  [Erasmus code or city]** | **Contact details**  **(email, phone)** | **Website for information** |
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| **Selection criteria**  *Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.* | | |
| **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[[8]](#footnote-8) | Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide)  To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process. |  |
| Other |  |  |

1. **Preparation and support**

The Higher Education Institution(s) in a Member State or associated third country commit(s) to:

* Ensure that students are aware of their rights and obligations as defined in the[*Erasmus Student Charter*](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)*[[9]](#footnote-9).*
* 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**, according to the requirements of the Erasmus Charter for Higher Education. 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, according to the requirements of the Erasmus Charter for Higher Education 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, according to the requirements of the Erasmus Charter for Higher Education 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 Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

*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 |  |  |  |
| Mentoring |  |  |  |

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 organizations 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 5 weeks after the assessment period has finished at the receiving HEI. Providing 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)[[10]](#footnote-10). The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code or city]** | **EGRACONS [If applicable]** | **Website for information** |
| **D DORTMUN01** | 1 = superior / 2 = above average / 3 = average / 4 = sufficient / 5 & 6 = fail / CR = no grade; class participation on pass/fail basis / AU = class audited  At times decimal scaling is used for grades in between full numbers; i.e. each grade can be increased or lowered by 0.3; thus there is a grade 1.7 (also known as 2+), 2.0, 2.3 (also known as 2-) etc. |  |
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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: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]*

The above mentioned institutions agree to cooperate in the activities as contracted above under the terms and conditions of the *Erasmus+ Programme*.

* Both parties agree to abide by the principles and conditions set out in the *Erasmus+* Guidelines for Applicants, and will work according to the principles of the *Erasmus University Charter*.
* Both parties agree to abide by the bilaterally agreed terms of this inter-institutional agreement and will endeavour to carry out the agreement to the best of their abilities.
* Additional changes in mobility or in specific conditions of contract and termination of the inter-institutional agreement can be made annually, if communicated before January 1st.

*Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature** |
| D DORTMUN01 | Silke Viol  Deputy Director International Office | Erasmus Institutional Coordinator |  |  |
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1. Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

   Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme

   Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme. [↑](#footnote-ref-1)
2. <https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en> [↑](#footnote-ref-2)
3. <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en> [↑](#footnote-ref-3)
4. <https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en> [↑](#footnote-ref-4)
5. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-5)
6. 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-6)
7. For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-7)
8. 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-8)
9. The Erasmus Student Charter is available here: <https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en> [↑](#footnote-ref-9)
10. The ECTS user’s guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\_en [↑](#footnote-ref-10)