|  |  |  |
| --- | --- | --- |
|  |  **Erasmus+ Programme** |  |

**Inter-institutional[[1]](#footnote-1) agreement 2014-20[XX]
between institutions from Programme and Partner countries[[2]](#footnote-2)**

**Minimum requirements for the sector of higher music education[[3]](#footnote-3)**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme and 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 though Erasmus+.

1. **Information about higher education institutions**

|  |  |  |
| --- | --- | --- |
|  | **Institution 1** | **Institution 2** |
| **Full name of the institution / country** |  |  |
| **Address** |  |  |
| **Erasmus Code or city[[4]](#footnote-4)** |  |  |
| **Website: Homepage** |  |  |
| **Website English (course catalogue)** |  |  |
| **Erasmus Coordinator** |  |  |
| **Phone** |  |  |
| **Fax** |  |  |
| **Email** |  |  |

1. **Mobility numbers[[5]](#footnote-5) per academic year**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | ***Subject area code*[ISCED]** | **Indicative number of Student mobility periods** |
| 1. Student Mobility for Studies
 | 1. Student Mobility for Traineeships
 |
| Study cycle | No. of students | Average duration | Study cycle | No. of students | Average duration |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | ***Subject area code*[ISCED]** | **Indicative number of Staff mobility periods** |
| 1. Staff Mobility for Teaching
 | 1. Staff Mobility for Training
 |
| No. of staff | Average duration | No. of staff | Average duration |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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 at the start of the study or teaching period:

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution[Erasmus code]** | **Language(s)of instruc­tion 1** | **Language (s)of instruc­tion 2** | **Recommended level in language of instruction (students and staff)[[6]](#footnote-6)**Please give brief statement or provide link to information on website |
|  |  |  |  |
|  |  |  |  |

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** 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/actions/erasmus-charter_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, 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 members are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement**.**
1. **Any additional requirements[[7]](#footnote-7)**

|  |  |
| --- | --- |
| **Institution[Erasmus code]** |  **Additional requirements** [e.g. selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff, infrastructure to welcome students and staff with disabilities.] |
|  |  |
|  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution****[Erasmus code]** | **Term** | **Application Deadline** | **Average time taken for decision** | **Academic Year dates**Please give link to calendar on Website |
|  | Fall |  |  |  |
| Spring |  |  |  |
|  | Fall |  |  |  |
| Spring |  |  |  |

1. The receiving institution will send its decision within (x) weeks.
2. 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].*
3. Termination of the agreement:

Notice of at least one academic year should be given for the termination of the agreement. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

1. **Signatures of the institutions (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution****[Erasmus code]** | **Name, function** | **Date** | **Signature[[8]](#footnote-8)** |
|  |  |  |  |
|  |  |  |  |

**Appendix: Information** (to be regarded as part of the agreement)

1. **Grading Systems of the institutions[[9]](#footnote-9)**

|  |  |
| --- | --- |
| **Institution****[Erasmus code]** | **Brief Description of Grading System (or link to relevant webpage)**  |
|  |  |
|  |  |

1. **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]** | **Contact details** | **Website for information** |
|  |  |  |
|  |  |  |

1. **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]** | **Contact details** | **Website for information** |
|  |  |  |
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1. **Housing**

The receiving institution will guide 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:

|  |  |  |
| --- | --- | --- |
| **Institution****[Erasmus code]** | **Contact details** | **Website for information** |
|  |  |  |
|  |  |  |

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+. [↑](#footnote-ref-1)
2. Erasmus+ Programme Countries are the 28 EU countries, the EFFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide. [↑](#footnote-ref-2)
3. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-3)
4. Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located. [↑](#footnote-ref-4)
5. Mobility numbers van be given per sending/receiving institution and per education field (optional) [↑](#footnote-ref-5)
6. The use of the [Common European Framework of Reference for Languages (CEFR)](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) is recommended. [↑](#footnote-ref-6)
7. To be completed if necessary. Other requirements may be added on academic or organisational aspects; any split of organisational support funds among the partners; 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. [↑](#footnote-ref-7)
8. Scanned signatures are accepted [↑](#footnote-ref-8)
9. It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate thje credit transfer by the sending institution. ECTS users guide: <http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf> [↑](#footnote-ref-9)