

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

Inter-institutional agreement 2015-2017
between institutions from
Programme and Partner Countries

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 higher education institutions

Full name of the institution / country	Erasmus code or city ¹	Contact details ² (email, phone)	Relevant Webpages (eg. of the course catalogue)
University of Graz / Austria	A GRAZ01	Institutional Coordinator and contact for incoming staff: Doris Knasar; Office of International Relations – Universitaetsplatz 3, 8010 Graz/Austria T: +43-316-380-2213 ; F: +43-316-380-9156; doris.knasar@uni-graz.at ; Contact for incoming students/nominations to: erasmusplus.intl.incoming@uni-graz.at ; T: +48 316 380 1246	International: http://international.uni-graz.at/en/ Courses: https://online.uni-graz.at/kfu_online/webnav.ini Guidelines course search: http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww_s_ugo_guidelines.pdf Courses in English: http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/courses-taught-english/
Universidad de Chile / Chile	Santiago de Chile	Institutional Coordinator and contact for incoming staff: Paula Castillo; International Relations Office	International http://www.uchile.cl/rrii Application and courses

¹ 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.

² Contact details to reach the senior officer in charge of this agreement.

		pcastillo@u.uchile.cl Contact for incoming students/nominations to: pme@u.uchile.cl +562 29782160	http://www.uchile.cl/portal/presentacion/relaciones-internacionales/programa-de-movilidad-estudiantil---pme/alumnos-libres-internacionales/6669/presentacion
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B. Mobility numbers per academic year

The agreement is signed for the academic years 2015/16 – 2016/17:

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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeship S * [Not relevant for 2015 and 2016]
Santiago de Chile	A GRAZ01	-	-	1st	1 x 3 months**	-

[*Optional: subject area code & name and study cycle are optional.]

** The 3-months stay granted through the Erasmus+ programme will be extended to a full semester stay through University of Graz funding. The student from UdeChile can thus study at Uni Graz for a total of 5,5 months.

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching/Training [Minimum recommended level: B2]
A GRAZ01		German	English limited number of courses	B2	n.a.

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:

³ 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>

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. 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. Additional requirements

OVERVIEW of the PROCEDURES BEFORE, DURING and AFTER THE MOBILITY

Phase	Actors
Promotion of mobility opportunities for outgoing mobility by the Sending Institution	Local management team at Sending Institution
Submission of application documents to the Sending Institution by candidates for selection	Mobility candidates
Evaluation of application documents and selection of candidates by the Sending Institution	Local management team at Sending Institution
Nomination of candidates for mobility to Receiving Institution	Local management team at Sending Institution
Admissions Check at Receiving Institution	Local management team at Receiving Institution
Preparation of the mobility	Mobility candidates; Local management team at Sending and Receiving Institutions
Implementation of the mobility	Mobility candidates; Local management teams at Sending and Receiving Institutions provide support whenever needed
Follow-Up, including reporting and recognition	Mobility candidates; recognition authorities at Sending Institution; Local management teams at Sending Institution provide support whenever needed

BEFORE THE MOBILITY

Application and selection at Sending Institution

Both institutions exchange factsheets with a detailed description of the mobility procedures (e.g. nomination and application processes, deadlines, language requirements, support services etc.). As can be seen from the above table, the responsibility for the selection process lies with the Sending Institution. The Sending Institution promotes the mobility opportunities among its faculties and institutes, defines guidelines for the application process, collects the relevant application documents, reviews them and then selects the candidates according to the available placements.

The criteria to be applied in the selection process at the Sending Institution are the following and must be published on the home university's info page to guarantee transparency:

1. **Academic performance (students):**
Here it is important to consider the applicants' transcripts of records.
2. **Motivation letter (students):**
The motivation letters should be reviewed in terms of the applicants' **academic motivation** to participate and the reasons given for this motivation.
3. **Language skills:**
The Home Institution has to check whether applicants have the necessary language level to follow classes/teach courses/undertake the training activity in the language of instruction at the Receiving Institution.
4. **Learning Agreement/Research Plan (students) or Teaching/Training Plan (staff)**

- a. **Learning Agreement (students):** *Undergraduates & master exchange applicants must have listed at least 3 ECTS per month of stay to be recognized by the Sending Institution. PhD applicants as well as master applicants focusing on research must include a research plan the workload of which must be equivalent to 3 ECTS per month of stay. Please consider: The full work load for one semester consists of 30 ECTS.*
 - b. **Teaching/Training Plan (staff):** *A description of the proposed teaching or training activity.*
5. **CV (students, staff)**
6. **Invitation Letter (staff):** Applicants should establish contact with a colleague at the Receiving Institution before applying and submit a letter of invitation with the application.

Nomination to the Receiving Institution

The Sending Institution **nominates** the selected candidates by email to the Receiving Institution providing the relevant information as requested by the deadline communicated in the respective factsheets. Sending scanned documents is acceptable.

In the case of **students**, the Receiving Institution performs an admissions check and then provides information to the candidates concerning the application process and the necessary preparations for the mobility.

As soon as the complete application documents have been sent, the Receiving Institution will issue the acceptance letter and visa/residence permit letter for the students. The grant agreement will be provided at the student's arrival.

In the case of **staff** mobility, the University of Graz provides the Grant Agreement for both Incoming and Outgoing Staff grantees. It will be issued after the following documents were received:

- a. fully signed Staff Mobility Agreement - Outgoing staff from the University of Graz
- b. Staff Mobility Agreement signed by the Sending Institution and the staff member together with additional nomination documents (see Uni Graz factsheet) – Incoming staff to the University of Graz

The Receiving Institution will also send further information on organizing the mobility to the incoming grantee.

DURING THE MOBILITY: Learning Agreement; Staff Mobility Agreement for Teaching/Training

Students: Learning Agreement and changes

The necessary steps after the grantee's return involve Sending and Receiving Institutions and form the basis of the successful recognition of the academic achievements into the degree at the Sending Institution.

By signing the learning agreement and – if applicable – the changes to the learning agreement, the Sending Institution confirms that the activities listed in the learning agreement are approved and will be recognized at the Sending Institution once the student returns from his/her mobility. This document together with the transcript of records will form the basis for academic recognition at the Sending Institution after the mobility.

Staff: Staff Mobility Agreement for Teaching/Training

The teaching/training staff member and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the proposed mobility program or mobility period.

AFTER THE MOBILITY:

The Receiving Institution issues a transcript of records or corresponding documents such as achievement confirmations for students or a confirmation of stay for staff grantees.

The Sending Institution ensures the recognition of courses taken (bachelor, master, PhD) or recognition of the research activities (PhD) carried out at the Receiving Institution. For documentation purposes towards the European Commission, Universidad de Chile commits to providing the University of Graz with proof of the full recognition of the courses students have taken at the University of Graz into their studies at the home university no later than 5 weeks after the receipt of the Transcript of Records,

As for staff grantees, the Sending Institution recognizes the Erasmus+ teaching/training mobility as a component in any evaluation or assessment of the (teaching) staff member.

All mobility grantees have to submit an online report in the EU mobility tool database.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
A GRAZ01	1 st May	-

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 5 weeks.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement: the agreement can be terminated unilaterally, as long as at least one academic year written notice is 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. 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' guide⁴. A link to a webpage

⁴ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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.]

Receiving Institution [Erasmus code or city]	Link to Website resource
A GRAZ01	http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf

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 (email, phone)	Website for information
A GRAZ01	incoming students: erasmusplus.intl.incoming@uni-graz.at ; T: +48 316 380 1246	https://www.oead.at/index.php?id=78&L=1 → Information for nationals of other countries (third countries)

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 (email, phone)	Website for information
A GRAZ01	incoming students: erasmusplus.intl.incoming@uni-graz.at ; T: +48 316 380 1246	Incoming students: For semester stays it is possible to bring health insurance coverage from abroad. Health insurance must comply with requirements for Visa D (information available at Austrian embassy).

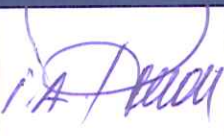



4. Housing

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 (email, phone)	Website for information
A GRAZ01	incoming students: OeAD Housing Office Graz T: +43 316 950 200 9001; housing-graz@oead.at	Students need to register online at: http://housing.oead.at/en/accommodation/graz-en Or contact dorm directly at: https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵	Stamp
A GRAZ01	Prof. Christa Neuper Rector	18 May 2016		
Universidad de Chile / Chile	Prof. Dr. Ennio Vivaldi Véjar Rector	4. Julio 2016		

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation