

**Annex to Erasmus+ Inter-Institutional Agreement**

**Institutional Factsheet please insert study field**

**1. Institutional Information**

**1.1 Institutional details**

|  |  |
| --- | --- |
| **Name of the institution** |  |
| Erasmus Code |  |
| Institution website |  |

**1.2 Main contacts – International Relations Office**

|  |  |
| --- | --- |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |

|  |  |
| --- | --- |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |

**1.3 Departmental Erasmus Coordinator:**

|  |  |
| --- | --- |
| **Department** |  |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |

**2. Detailed requirements and additional information**

**2.1. Recommended language skills**

The sending institution, following agreement with our 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of mobility** | **Subject area** | **Language(s) of instruction** | **Recommended language of**  **instruction level \*** |
| Student Mobility for Studies | Any |  |  |
| Staff Mobility for Teaching | Any |  |  |

\* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

**2.2. Additional requirements**

*[To be completed if necessary, other requirements may be added 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]*

*[Please specify whether your institution has the infrastructure to welcome students and staff with disabilities.]*

**2.3. Calendar**

**2.3.1 Nomination Deadlines**:

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

|  |  |
| --- | --- |
| **Autumn term** |  |
| **Spring term** |  |

**2.3.2. Decision Response**

We will send our decision by email within click to type weeks.

**2.3.3. Transcripts of Records**

A Transcript of Records will be issued no later than click to type weeks after the assessment period has finished at our institution. *(It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines)*

**2.3.4. Termination of Agreement**

In the event of unilateral termination of this agreement, 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**3. Additional information**

**3.1. Grading system**

*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 the credit transfer by the sending institution.*

**3.2. Visa**

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter.

Information and assistance can be provided by the following contact points and information sources:

|  |  |
| --- | --- |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |
| **Website** |  |

**3.3. Insurance**

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming student/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

|  |  |
| --- | --- |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |
| **Website** |  |

**3.4. Housing**

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

|  |  |
| --- | --- |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |
| **Website** |  |