**Inter-institutional agreement 2014-2015**

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

| **Name of the institution** | **Erasmus code** | **Contact details** | **Website** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**AGREEMENT: NUMBER - STATE**

*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** | **TO** | ***Subject area code*** | ***Subject area name*** | ***Study cycle*** | **Number of student mobility periods** |
| --- | --- | --- | --- | --- | --- |
| Student Mobility for Studies | *Student Mobility for Traineeships* |
| *<Institution 1 Erasmus code>* | *<Institution 2 Erasmus code>* | <Enter ISCED code> |  |  | from (number of students) | to(number of students) |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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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** | ***Optional: Subject area***  | **Languageof instruction 1** | **Languageof instruction 2** | **Recommended language of instruction level** |
| --- | --- | --- | --- | --- |
| Student Mobility for Studies | Staff Mobility for Teaching |
|  |  |  |  | <use language level of *Common European Framework of Reference for Language* if possible> |  |
|  |  |  |  |  |  |

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

**D. Additional requirements**

*<indicate the link to open website for requirements>*

**E. Calendar**

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

| **Receiving institution** | **Autumn term****[month]** | **Spring term****[month]** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**2. The receiving institution will send its decision within 3 weeks.**

**3. A Transcript of Records will be issued by the receiving institution no later than 12 weeks after the assessment period has finished at the receiving HEI.**

**4. Termination of the agreement**

This Collaboration Agreement may be terminated on the following grounds:

* End of the stipulated period of validity.
* Mutual agreement between the parties.
* Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

**F. Information**

**1. Grading systems of the institutions**

<enter the link to explanations>

**2. Sociocultural contents**

<The receiving institution will provide a set of services and tools accomplishing the minimum requirements from the UBICamp framework.

At the end of the Virtual Mobility period, the receiving institution will have to undertake a non-academic assessment on the socio-cultural knowledge acquired by the students, and will send this assessment report to the sending institution, together with the transcript of records.>

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

| **Institution** | **Name, function** | **Date** | **Signature** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |