**Erasmus+ Programme**

**Inter-institutional agreement**

**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 **………(academic year(s), call…).**

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 or city[[5]](#footnote-5)** | **Contact details [[6]](#footnote-6) (email, phone)** | **Websites** |
| please fill in | please fill in | please fill in | General:  Faculty/faculties:  Course catalogue: |
| Pavol Jozef Šafárik University in Košice  OID: E10209027  Faculty/Department… | SK KOSICE02 | **International Relations Office**  *Erasmus+ institutional coordinator:*  Mgr. Mária Vasiľová, PhD.  +421 55 234 1159  maria.vasilova@upjs.sk, zahrodd@upjs.sk  *Contact person:*  Mgr. Veronika Petruňová  +421 55 234 1679  veronika.petrunova@upjs.sk, zahrodd@upjs.sk  Address: International Relations Office (IRO), Šrobárova 2, 04180 Košice, Slovakia | General:  <https://www.upjs.sk/en/>  Faculty/faculties:  Course catalogue: |

1. **Mobility numbers per academic year (or per project duration)**

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.

**Number of student and staff mobility periods**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code or city of the sending institution]** | **TO**  **[Erasmus code or city of the receiving institution]** | ***Subject area***  **ISCED CODE[[7]](#footnote-7)**  ***(optional)*** | ***Subject area***  **NAME**  ***(optional)*** | ***Subject area***  **[short cycle, 1st , 2nd or 3rd]**  ***(optional)*** | Number of mobility periods | |
| ***Student Mobility for Studies***  *[Specify here total number of students and total number of months]* | ***Student Mobility for Traineeships***  *[Specify here total number of students and total number of months]* |
| SK KOSICE02 | Partner |  |  |  |  |  |
| Partner | SK KOSICE02 |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code or city of the sending institution]** | **TO**  **[Erasmus code or city of the receiving institution]** | ***Subject area***  **ISCED CODE[[8]](#footnote-8)**  ***(optional)*** | ***Subject area***  **NAME**  ***(optional)*** | Number of mobility periods | |
| ***Staff Mobility for Teaching***  *[Specify here total number of staff and total number of days]* | ***Staff Mobility for Training***  *[Specify here total number of staff and total number of days]* |
| SK KOSICE02 | Partner |  |  |  |  |
| Partner | SK KOSICE02 |  |  |  |  |

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[[9]](#footnote-9) at the start of the mobility period (see also section 5 “Preparation and Support”).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code or city]** | ***Subject area***  ***(Optional)*** | **Language of instruction 1** | **Language of instruction 2** | **Recommended level** | |
| Student Mobility  [*Minimum recommended level in at least one of the languages: B1*] | Staff Mobility  [*Minimum recommended level in at least one of the languages for teaching: B2*] |
| SK KOSICE02 |  |  |  |  |  |
| Partner |  |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section*.*

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.

1. **Outreach and Selection of participants: calendar, application procedure and requirements**

* Normally, the sending institution selects participants, and nominates them to be accepted or rejected by the receiving institution. Some institutions may prefer to set joint procedures, including for example joint selection panels to ensure consistent selection of participants.
* The sending and the receiving institution should have a common understanding regarding selection of participants and should have set a basic timeline and identified the colleagues responsible for the nomination of students and staff.
* Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme 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. Selection criteria and procedures must be clearly communicated in the call for applications.
* Institutions shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process. 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. In the evaluation and selection process in case of equivalent academic merit, preference should be assigned to students with fewer opportunities, commonly agreed by the partner institutions as target groups in their Inter-institutional agreement.
* A student can go on mobility several times, up to a maximum of 12 months per study cycle (excluding time covered by virtual components during a blended mobility). Prior experience under Erasmus+ mobility for higher education students (KA103, KA131, KA107, KA171) and as scholarship holders of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees is taken into account for the maximum of 12 months. However, participation in Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees as self-financing participants is not taken into account.
* After the selection of participants, the partner institution is obliged to send to the International Relations Office of the Pavol Jozef Šafárik University in Košice a scanned copy of the record of the selection procedure.

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code or city]** | **Term duration** | **Deadline[[10]](#footnote-10)** |
| SK KOSICE02 | 1st (Winter) Term:  approx. from 2nd half of September to mid-February | Students:  Recommended: nomination: 15th May, application: 15th June (or based on the individual agreement between institutions)  Staff:  based on the individual agreement between institutions |
| 2nd (Summer) Term:  approx. from mid-February to end of June | Students:  Recommended: nomination: 15th November, application: 30th November (or based on the individual agreement between institutions)  Staff:  based on the individual agreement between institutions |
| Partner | 1st Term: from.. to.. | please fill in |
| 2nd Term: from.. to.. | please fill in |

The receiving institution will send its decision within 5 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** |
| SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Partner |  |  |

|  |  |
| --- | --- |
| **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** |
| Academic requirements | SK KOSICE02:  Students from SK KOSICE02 to….:  Staff from SK KOSICE02 to….:  Partner:  Students from……. to SK KOSICE02:  Staff from…..to SK KOSICE02: |
| CV | SK KOSICE02:  Students from SK KOSICE02 to….:  Staff from SK KOSICE02 to….:  Partner:  Students from……. to SK KOSICE02:  Staff from…..to SK KOSICE02: |
| Motivation letter | SK KOSICE02:  Students from SK KOSICE02 to….:  Staff from SK KOSICE02 to….:  Partner:  Students from……. to SK KOSICE02:  Staff from…..to SK KOSICE02: |
| Inclusion measures[[11]](#footnote-11) | 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.  SK KOSICE02:  Students from SK KOSICE02 to….:  Staff from SK KOSICE02 to….:  Partner:  Students from……. to SK KOSICE02:  Staff from…..to SK KOSICE02: |
| Other | SK KOSICE02:  Students from SK KOSICE02 to….:  Staff from SK KOSICE02 to….:  Partner:  Students from……. to SK KOSICE02:  Staff from…..to SK KOSICE02: |
| Website for information (optional) |  |

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)*[[12]](#footnote-12).*
* 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparatory & Support Measures** | **Institution  [Erasmus code or city]** | **Contact details**  **(email, phone)** | **Website for information & arrangements** |
| Accommodation | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Language Support | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Visa | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Insurance | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | The incoming participants have to ensure an insurance covering the entire duration of the mobility including the days of travel. An incoming participant has to send a copy of the insurance to the International Relations Office before the start of the mobility. An insurance of medical expenses is compulsory, but the participant is recommended to also take out other types of insurance policies, as they may deem fit (for example an accident insurance, a liability insurance etc.).  <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Inclusion of participants with fewer opportunities | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | We offer assistance to welcome students and staff with fewer opportunities or disabilities. However, the International Relations Office must be informed about it during the application procedure since the options we offer them and their acceptance are conditioned by state and university regulations and possibilities.  <https://www.upjs.sk/en/information/international-relations/erasmus/special-needs/>  <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Mentoring | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Grant payments | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | <https://www.upjs.sk/en/information/international-relations/erasmus/> |
| Alumni information | SK KOSICE02 | zahrodd@upjs.sk  +421 55 234 1679 | <https://www.upjs.sk/en/information/international-relations/erasmus/> |

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| --- | --- | --- | --- |
| **Preparatory & Support Measures** | **Institution  [Erasmus code or city]** | **Contact details**  **(email, phone)** | **Website for information & arrangements** |
| Accommodation | Partner |  |  |
| Language Support | Partner |  |  |
| Visa | Partner |  |  |
| Insurance | Partner |  |  |
| Inclusion of participants with fewer opportunities | Partner |  | e.g. available infrastructure for:  Reduced mobility or hearing/visual impairments,  students/staff with children, etc. |
| Mentoring | Partner |  |  |
| Grant payments | Partner | N/A | N/A |
| Alumni information | Partner |  |  |

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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| SK KOSICE02: European Credit Transfer and Accumulation System (ECTS)  Partner: |

* 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 organisations and the mobility 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 mobility student.
* Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  + Providing incoming mobility students and their sending institutions 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. (It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines).
  + 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)[[13]](#footnote-13). 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** |
| SK KOSICE02 |  | Grading system is described in:  a/ for 1st, 2nd and combined 2nd degree of study: <https://intranet.upjs.sk/op/op.Public.php?documentid=5829> (Article 13)  The following grading scale shall be employed at the University for the assessment of the study results:  a) A – excellent (excellent results) (numerical value 1),  b) B – very good (above-average results) (1.5),  c) C – good (average results) (2),  d) D – satisfactory (acceptable results) (2.5),  e) E – sufficient (results meet the minimum criteria) (3),  f) FX –failed (further work is required) (4),  g) X – non-graded (did not pass, did not meet the required minimum criteria) (4).  The course shall be deemed successfully completed if the student has obtained the rating from A to E or passed it  b/ for 3rd degree of study:  <https://www.upjs.sk/app/uploads/2022/11/phd-study-regulations-upjs-2019.pdf>  The statistical distribution of grades is available separately for each course in the course information letter (Course Catalogue) |
| Partner |  |  |

1. **Any other information regarding the terms of the agreement (optional)**

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| tu píšeme, že od kedy do kedy je platná IIA, v rácmi akého projektu atď. + možné doplniť čokoľvek iné |

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."

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code or name and city]** | **Name, function** | **Date** | **Signature[[14]](#footnote-14)** |
| SK KOSICE02 | Mgr. Mária Vasiľová, PhD.  Erasmus+ institutional coordinator |  |  |
| Partner |  |  |  |

\* Only the central authority at the institution can officially apply for ICM and sign documents related to the application and the beneficiary grant agreement, not the individual faculties or departments. This legal representative is typically the rector of that institution.

The signature of official documents can be delegated to another representative (such as the dean of a faculty) in exceptional cases and on the condition that the signature by duly delegated deans also commits other services of the institution, such as the admissions office, international office, student support functions, where necessary to the fully implementing and respecting the inter-institutional agreement and learning/mobility agreements.

The European Commission has not set any rules concerning the use of electronic signatures. National Agencies may accept scanned signatures in accordance with national legislation.

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. Higher education institutions (HEIs) from Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located. [↑](#footnote-ref-5)
6. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-6)
7. <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf> [↑](#footnote-ref-7)
8. <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf> [↑](#footnote-ref-8)
9. 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-9)
10. Please specify the deadline for each semester and, if necessary, adapt to a trimester system. [↑](#footnote-ref-10)
11. 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-11)
12. The Erasmus Student Charter is available here: <https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en> [↑](#footnote-ref-12)
13. The ECTS user’s guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\_en [↑](#footnote-ref-13)
14. Scanned copies of signatures or digital signatures may be accepted depending on the national legislation [↑](#footnote-ref-14)