**Annex 2**

**Erasmus+ Inter-institutional agreement**

**Institutional Factsheet:**

**Institution**

**Department of** …

***Institutional Information***

* **Institutional Details**

|  |  |
| --- | --- |
| **Name of Institution** | … |
| **Erasmus+ Code** | … |
| **Postal Address** | … |
| **Website** | … |
| **Online Course Catalogue** | … |

* **Main contacts**

|  |  |
| --- | --- |
| **Department** | … |
| **Contact Person** | … |
| **Responsibility** | … |
| **Contact Details** | … |

|  |  |
| --- | --- |
| **Department** | … |
| **Contact Person** | … |
| **Responsibility** | Erasmus+ Coordinator |
| **Contact Details** | … |

***Details Requirements and Calendar***

* **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** | **Recommenced Language of Instruction level\*** |
| **Student Mobility for Studies** | … | … | … |
| **Staff Mobility for Teaching** | … | … | … |
| **Staff Mobility for Training** | … | … | … |

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

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

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* **Additional Requirements**

|  |  |  |
| --- | --- | --- |
| **Erasmus code** | **Selection criteria** | |
| **Incoming** | **Outgoing** |
|  |  |  |

* **Nomination Deadlines**

Applications/information on students nominated must reach our institution by:

|  |  |
| --- | --- |
| **Autumn term** | … (autumn terms starts …) |
| **Spring term** | … (spring terms starts …) |

* **Decision Response**

We will send our decision within … weeks.

* **Transcript of Records**

A Transcript of Records (ToR) will be issued no later than four weeks after the assessment period has finished at our institution.

***Additional information***

* **Credit system & Grading**

The academic year normally runs from mid-September to mid-July. Courses are measured in “credit points” according to the ECTS standard (European Credit Transfer System credits). The full-time workload for one academic year is 60 “credit points”/ECTS credits. Grades for undergraduate and postgraduate examinations are awarded according to a graded scale from 1 (highest) to 6 (lowest), with 4 as the minimum pass grade. A pass/fail mark is given for some examinations.

* **Visa**

Our department 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.

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

|  |  |
| --- | --- |
| **Contact Person** | … |
| **Responsibility** | … |
| **Contact Details** | … |

* **Insurance**

Our institution will provide assistance in obtaining insurance for outgoing students/staff, according to the requirements of the Erasmus+ Charter for Higher Education. Information can be provided by the following contact points and information sources:

|  |  |
| --- | --- |
| **Contact Person** | … |
| **Responsibility** | … |
| **Contact Details** | … |

* **Housing**

Our institution will guide incoming student/staff 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:

|  |  |
| --- | --- |
| **Contact Person** | … |
| **Responsibility** | … |
| **Contact Details** | … |