

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between institutions from programme and partner countries

### [Minimum requirements]<sup>3</sup>

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 the higher education institutions

Full name of the institution / country	Erasmus code or city <sup>4</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Universitatea de Vest din Timișoara / România  West University of Timisoara / Romania	RO TIMISOA01	Department of International Relations: <b>Andra-Mirona DRAGOTESC</b>  Erasmus Office: <b>Oana-Roxana IVAN</b>	E-mail: andra.dragotesc@e-uvt.ro Tel: +40-245-592 352 Fax: +40-256-592 313  E-mail: oana.ivan@e-uvt.ro Tel: +40-245-592 372 Fax: +40-256-592 313	<a href="http://www.uvt.ro/en/">http://www.uvt.ro/en/</a>  <a href="http://www.ri.uvt.ro/en/programmes/erasmus/details-for-students/ects-info-packs/">http://www.ri.uvt.ro/en/programmes/erasmus/details-for-students/ects-info-packs/</a>
Academia de Muzică, Teatru și Arte Plastice/ Republica Moldova Academy of Music, Theatre and Fine Arts, Republic of Moldova	MD CHIȘINĂU	Department of European Integration and Academic Mobility: <b>Victoria TCACENCO</b>	E-mail: amtap2003@yahoo.com Tel: +373 22 928889 Fax: +37322 240213	<a href="http://www.amtap.md">http://www.amtap.md</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup> Higher education institutions have to agree on the period of validity of this agreement.

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.



## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]
RO TIMISOAO 1	CHIȘINĂU	2121	Music and Musicology	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10+5+5 months	1 x 2 months
		2122	Performing Arts	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10+5+5 months	1 x 2 months
		210	Arts	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10+5+5 months	1 x 2 months
MD CHIȘINĂU	RO TIMISOAO1	2121	Music and Musicology	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10+5+5 months	1 x 2 months
		2122	Performing Arts	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10+5+5 months	1 x 2 months
		210	Arts	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	10+5+5 months	1 x 2 months

[\*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
RO TIMISOAO1	MD CHIȘINĂU	2121	Music and Musicology	1 x 5 days	1 x 5 days
		2122	Performing Arts	1 x 5 days	1 x 5 days

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



		210	Arts	1 x 5 days	1 x 5 days
MD CHIȘINĂU	RO TIMISOA01	2121	Music and Musicology	1 x 5 days	1 x 5 days
		2122	Performing Arts	1 x 5 days	1 x 5 days
		210	Arts	1 x 5 days	1 x 5 days

### 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	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RO TIMISOA01	MD CHIȘINĂU	Romanian	English	B1	B2
MD CHIȘINĂU	RO TIMISOA01	Romanian	English	B1	B2

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**<sup>7</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [http://eacea.ec.europa.eu/funding/2014/call\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php)

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:

<sup>6</sup> See Common European Framework of Reference for Languages

<sup>7</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



### 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. Costs for insurance can be covered with the organisational support grants. 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. Any additional requirements**

*To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

RO TIMISOA01: The institution provides infrastructure for welcoming students and staff with disabilities.

### **F. Calendar**

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

Receiving institution	Autumn term*	Spring term*
RO TIMISOA01	July	December
MD CHIȘINĂU	July	December

*[\* to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send its decision within 2 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.



#### 4. Termination of the agreement

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities. Cancellation of the agreement, additional activities and changes in mobility data can be made annually, if communicated before January 1<sup>st</sup>.

*"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' guide<sup>8</sup>. 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.]*

RO TIMISOA01:

ECTS grading scale:

ECTS Grade	Romanian Grade	Definition
A	10	EXCELLENT outstanding performance with only minor errors
B	9	VERY GOOD above the average standard but with some errors
C	8	GOOD generally sound work with a number of notable errors
D	6, 7	SATISFACTORY fair but with significant shortcomings
E	5	SUFFICIENT performance meets the minimum criteria
FX	4	FAIL some more work required before the credit can be awarded
F	1 + 3	FAIL considerable further work is required

ECTS credits:

one semester	one full academic year
30 ECTS credits	60 ECTS credits

#### 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 (e-mail, phone)	Website for information
RO TIMISOA01	Erasmus Incoming Officer: Horațiu HOT Tel: +40-256-592 271 Fax: +40-256-592 313 E-mail: horatiu.hot@e-uvt.ro	<a href="http://www.ri.uvt.ro/en">http://www.ri.uvt.ro/en</a>
MD CHISINAU	Head of the Department of European Integration and Academic Mobility:	<a href="http://www.amtap.md">http://www.amtap.md</a>

<sup>8</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



	<b>Victoria TCACENCO</b> E-mail: amtap2003@yahoo.com Tel: +373 22 928839 Fax: +37322 240213	
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### **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
RO TIMISOA01	Erasmus Incoming Officer: Horațiu HOT Tel: +40-256-592 271 Fax: +40-256-592 313 E-mail: horatiu.hot@e-uvt.ro	<a href="http://www.ri.uvt.ro/en">http://www.ri.uvt.ro/en</a>
MD CHIȘINĂU	Head of the Department of European Integration and Academic Mobility: Victoria TCACENCO E-mail: amtap2003@yahoo.com Tel: +373 22 928889 Fax: +37322 240213	<a href="http://www.amtap.md">http://www.amtap.md</a>

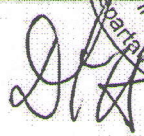
### **4. Housing**

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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
RO TIMISOA01	Erasmus Incoming Officer: Horațiu HOT Tel: +40-256-592 271 Fax: +40-256-592 313 E-mail: horatiu.hot@e-uvt.ro	<a href="http://www.ri.uvt.ro/en">http://www.ri.uvt.ro/en</a>
	Head of the Department of European Integration and Academic Mobility: Victoria TCACENCO E-mail: amtap2003@yahoo.com Tel: +373 22 928889 Fax: +37322 240213	

# SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
RO TIMISOA01	Andra-Mirona DRAGOTESC, PhD. Erasmus Institutional Coordinator	02.03.15	
MD CHIȘINĂU	Victoria TCACENCO, PhD. Head of the Department European Integration and Academic Mobility	February, 10.2015	