

Digital Inter-Institutional Agreements

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility between Programme Countries

Requirements for Inter-Institutional Agreements 2023/24-2028/29

This template is for information only and not to be used by higher education institutions. Inter-Institutional Agreements must be renewed using the digital Inter-Institutional Agreement Manager or an equivalent system connected to the Erasmus Without Paper Network. The purpose of this document is to provide an overview of the format of digital Inter-Institutional Agreements. When the Inter-Institutional Agreement Manager is released, it will contain a more detailed data structure that is the reference implementation (i.e. the standard for equivalent systems).

Static information embedded in the system and applicable to all Inter-Institutional Agreements

*The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of [the European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Universidad de Vigo (E VIGO01)

Name of the institution (and department, where relevant)	Erasmus code	Contact Details (email, phone)
Universidad de Vigo	E VIGO01	Rodríguez Rodríguez, Beatriz M ^a ;International Relations Academic Coordinator;fft.internacional@uvigo.gal;+34 986 812 377

Websites	URLs
General	http://www.uvigo.es
Faculty/Faculties	
Course Catalogue	

Universiteit Antwerpen (B ANTWERP01)

Name of the institution (and department, where relevant)	Erasmus code	Contact Details (email, phone)

Universiteit Antwerpen	B ANTWERP01	
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Websites	URLs
General	https://www.uantwerpen.be/nl/
Faculty/Faculties	
Course Catalogue	

Calendar

Incoming student nominations must reach the institution by:

E VIGO01

Autumn Term (day/month)	Spring Term(day/month)
15/05	15/10

B ANTWERP01

Autumn Term (day/month)	Spring Term (day/month)

Applications from incoming students must reach the institution by:

E VIGO01

Autumn Term (day/month)	Spring Term(day/month)
31/05	31/10

B ANTWERP01

Autumn Term (day/month)	Spring Term(day/month)

Application procedure for incoming students

E VIGO01

Contact Details (email, phone)	Website for information
incoming.ori@uvigo.es 0034 986 81 19 47	https://www.uvigo.gal/en/study/mobility/international-incoming-students

B ANTWERP01

Contact Details (email, phone)	Website for information

Additional Requirements

E VIGO01

Requirement	Details	Website for information
Incoming Office - IRO	Incoming Office - IRO	https://www.uvigo.gal/en/study/mobility/international-incoming-students

The institution will send its decision within 5 weeks, and no later than 5 weeks.

B ANTWERP01

Requirement	Details	Website for information
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The institution will send its decision within weeks, and no later than 5 weeks.

Inclusion and accessibility

The institution will provide support to incoming mobile participants with special needs, 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:

E VIGO01

Available Infrastructure adjusted for people with service	Description of infrastructure (optional)	Contact Details (email, phone)	Website for information
	<p>The Universidade de Vigo has different programmes and tools to achieve full integration into university life of students with specific educational support needs.</p> <p>Among the most relevant programmes, the integration programme for university students with specific educational support needs (PIUNE) may be highlighted. This programme is intended to support our students with any of those legally recognised learning needs or disorders. These people will be able to receive:</p> <p>Attention, reception and advice by the UNATEN (University Extension Service) of the Universidade de Vigo Study support (curricular adaptations, technical support resources ...) Accompaniment in various activities by UVigo volunteers</p>	<p>Reduced mobility, Hearing impairments, Visual impairments, etc. incoming.ori@uvigo.es 0034 986 81 19 47</p>	<p>https://www.uvigo.gal/en/campus/attention-diversity/how-can-we-help</p>

	<p>To be part of the PIUNE programme, you only have to fill in the form that you will find below and send it, either through the Student Office of your faculty or school (secretaría de Alumnado), or by post to the University Extension Service, in the campus of Vigo, and to the Community Service Areas of the campus of Ourense or Pontevedra.</p> <p>People with any other circumstances who need specialised care will also be able to benefit from the PIUNE programme; In these cases, an assessment will be carried out in advance by specialised technicians, who will determine whether or not they are included in such program. On the other hand, they also have the option of resorting to other tools available to the Universidade de Vigo, such as the PAT tutorial action plans of each faculty or school or the Psychopedagogical Cabinet.</p> <p>Check the website to know more about this service.</p>		
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B ANTWERP01

Available Infrastructure adjusted for people with	Description of infrastructure (optional)	Contact Details (email, phone)	Website for information
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Housing

The 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 contact points and information sources:

E VIGO01

Contact Details	Website for information
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(email, phone)	
incoming.ori@uvigo.es 0034 986 81 19 47	https://www.uvigo.gal/en/campus/advantages/accommodation

B ANTWERP01

Contact Details (email, phone)	Website for information

Visa

The institution 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:

E VIGO01

Contact Details (email, phone)	Website for information
incoming.ori@uvigo.es 0034 986 81 19 47	https://www.uvigo.gal/sites/uvigo.gal/files/docs/estudar/mobilidade/21-22_guia_ORI.pdf

B ANTWERP01

Contact Details (email, phone)	Website for information

Insurance

The institution 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:

E VIGO01

Contact Details (email, phone)	Website for information
incoming.ori@uvigo.es 0034 986 81 19 47	https://www.uvigo.gal/en/study/mobility/international-incoming-students

B ANTWERP01

Contact Details (email, phone)	Website for information

Additional Information

E VIGO01

Information on:	Contact Details (email, phone)	Website for information
Recognition process		
Other useful information	Head of the IRO dir.ori@uvigo.es 0034 986 81 37 51	https://www.uvigo.gal/en/study/mobility/international-incoming-students

A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

B ANTWERP01

Information on:	Contact Details (email, phone)	Website for information
Recognition process		

A Transcript of Records will be issued by the institution no later than weeks after the assessment period has finished. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

**After creating the profile of the higher education institution and adding the relevant general information, the higher education institution can proceed to generate Inter-Institutional Agreements with their selected partners.*

Terms of the agreement to be set for each agreement and approved by the institutions (Information only accessible to the relevant parties).

Mobility numbers per academic year

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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) [ISCED]	Subject area name (optional)	Field of education - clarification	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student Mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) [total number of students]	Student Mobility for Traineeships (optional) [total number of months]
E VIGO01	B ANTWERP01	0230	Languages, not further defined	Applied language studies	Level 6	Maximum Number of Mobilities: 2	Total Months: 20		
B ANTWERP01	E VIGO01	0230	Languages, not further defined	Applied language studies	Level 6	Maximum Number of Mobilities: 2	Total Months: 20		
B ANTWERP01	E VIGO01	0230	Languages, not further defined		Level 8	Maximum Number of Mobilities: 1	Total Months: 6		
E VIGO01	B ANTWERP01	0230	Languages, not further defined		Level 8	Maximum Number of Mobilities: 1	Total Months: 6		

No - Blended mobility option for students

***By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.**

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) [ISCED]	Subject area name (optional)	Number of staff mobility periods		Staff Mobility for Training (optional) [total number of staff]	Staff Mobility for Training (optional) [total number of days]
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]		
B ANTWERP01	E VIGO01	0230 - Languages, not further defined		Maximum Number of Mobilities: 3	Total Days: 15		
E VIGO01	B ANTWERP01	0230 - Languages, not further defined		Maximum Number of Mobilities: 3	Total Days: 15		

[Optional: subject area 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 traineeships; in this case they should indicate the number of students that they intend to send to the partner. Total duration in months/days of the student/staff mobility periods can be indicated if relevant.]

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	Optional: Subject	Language Of Instruction 1	Language Of Instruction 2	Recommended language(s) of instruction level
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[Erasmus code]	area			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B ANTWERP01		English (EN)		English (EN) - B2	
E VIGO01		English (EN), Spanish (ES)		English (EN) - B1, Spanish (ES) - B1	
E VIGO01		Spanish (ES), English (EN)		Spanish (ES) - B1, English (EN) - B1	
E VIGO01		Spanish (ES), English (EN)			Spanish (ES) - B1, English (EN) - B1

Any other information regarding the terms of the agreement (optional)	
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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."]

“Inter-Institutional Agreements are digitally signed”