

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2018-2021

between programme countries

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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Technische Universität Berlin	D BERLIN02	Amelie Krüger Erasmus+ Institutional Coordinator Section Student Mobility & International Students, Department of International Affairs Technische Universität Berlin Straße des 17. Juni 135, D - 10623 Berlin Phone: +49-30-314-71429 amelie.krueger@tu-berlin.de	www.tu-berlin.de/international-office
		Departmental Coordinator	
		Erasmus+ Institutional Coordinator	
		Departmental Coordinator	

B. Mobility numbers 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 no later than the end of January in the preceding academic year.]*

SM – STUDENT MOBILITY

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*]
D BERLIN02					
	D BERLIN02				

[*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 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.]

ST – STAFF MOBILITY

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D BERLIN02					
	D BERLIN02				

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D BERLIN02		German	English	Proficiency in German at least on level A2 of CEFR (when applying), min. B1 level before semester starts (TU Berlin offers pre-semester German intensive courses)	German or English on level B2

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

[To be completed if necessary, other requirements may be added 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]

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

D BERLIN02: No special requirements

¹For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Students and Staff with Disabilities

Technische Universität Berlin has the infrastructure to welcome students and staff with disabilities. For more information, please see:

www.barrierefrei.tu-berlin.de/menue/home/parameter/en/
www.barrierefrei.tu-berlin.de/menue/studying/parameter/en/

PARTNER UNIVERSITY:

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
D BERLIN02	Nomination deadline: April 30th Application deadline: June 1st for the Winter term	Nomination deadline: October 31st Application deadline: December 1st for the Summer term

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [xx] weeks.

TU Berlin will send its decision within 5 weeks to the sending institution.

PARTNER UNIVERSITY

3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*

TU Berlin will issue a transcript of records no later than 5 weeks after the assessment period and send it to the sending institution.

PARTNER UNIVERSITY

4. 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."]

F. 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' guide². 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.]

D BERLIN02: see INFORMATION SHEET ERASMUS+

www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/parameter/en/

PARTNER:

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]	Contact details (email, phone)	Website for information
D BERLIN02	see INFORMATION SHEET ERASMUS+ www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/parameter/en/	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: www.betreuung-int-stud.tu-berlin.de/menue/home/parameter/en/

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D BERLIN02	see INFORMATION SHEET ERASMUS+ www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/parameter/en/	see INFORMATION SHEET ERASMUS+ www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/parameter/en/

²http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D BERLIN02	see INFORMATION SHEET ERASMUS+ www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/parameter/en/	see INFORMATION SHEET ERASMUS+ www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/parameter/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
D BERLIN02	Uta Kirchner Head of Section Student Mobility & International Student - Department of International Affairs		

³Scanned signatures are accepted