



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2020 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 ² (email, phone)	Website (e.g. of the course catalogue)
Hochschule der Bundesagentur für Arbeit <i>University of Applied Labour Studies of the Federal Employment Agency</i>	D MANNHEI06	Hochschule der Bundesagentur für Arbeit -International Department- Seckenheimer Landstraße 16 68163 Mannheim, Germany Institutional Erasmus Coordinator: Dr. Roman Kondurov Phone: +49-621-4209-108 Fax: +49-621-4209-180 E-Mail: hochschule.international-career-service@arbeitsagentur.de	http://www.hdba.de http://www.hdba.de/hochschule/internationales/erasmus-plus/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 * [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*]	Student Mobility for Traineeships *
D MANNHEI06					SMS for HdBA students presently not possible	SMP for HdBA students presently not possible
	D MANNHEI06					

[*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.]

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 MANNHEI06				1 or 2 person for 1 week	1 or 2 person for 1 week
	D MANNHEI06				

³ 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>)



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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D MANNHEI06		DE	EN	B2	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

D MANNHEI06

In case of additional requirements regarding to academic, organizational or other aspects (e.g. students with special needs) please contact the International Department/ Career Service:

hochschule.international-career-service@arbeitsagentur.de

Partner Institution/ ID Code: [add requirements 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]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [September]	Spring term [January]	Summer term [May]
D MANNHEI06	May 15 th		

⁴ For 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>



2. The receiving institution will send its decision within 8 weeks.
3. 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. Every student must pick up the transcript him/herself! The HdBA will not automatically send the transcript to the home university.

4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the inter-institutional agreement. In the event of unilateral termination, a notice of at least one academic year has to be given. 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

D MANNHEI06:

ECTS grade	Grading system in words	Points (%)	Mark
A	Excellent	90 – 100	1,0; 1,3
B	Good	75 - 90	1,7; 2,0; 2,3
C	Satisfactory	60 – 75	2,7; 3,0; 3,3
D	Sufficient	50 – 60	3,7; 4,0
E	Insufficient	less than 50	5,0

Partner Institution / ID Code:

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. 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.]

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:

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm



Institution [Erasmus code]	Contact details (email, phone)	Website for information
D MANNHEI06	hochschule.international-career-service@arbeitsagentur.de	www.hdba.de

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 MANNHEI06	hochschule.international-career-service@arbeitsagentur.de	www.hdba.de

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 MANNHEI06	hochschule.international-career-service@arbeitsagentur.de	www.hdba.de



G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
D MANNHEI06	Dr. Roman Kondurov Coordinator International Office		

⁶ Scanned signatures are accepted