Erasmus+

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

Inter-institutional[1] agreement 2019-2022
between institutions from Programme and Partner Countries[2]

[Minimum requirements][3]

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 higher education institutions

Full name of the institution / company	Erasmus code or city[5]	Contact details[6] (email, phone)	Website (eg. of the course catalogue)
University of Twente	NL ENSCHED01	**Institutional Erasmus Coordinator:** Ms. Dr. Inge Broekman P O. Box 217 7500 AE Enschede The Netherlands Tel: +31(0)53 489 4697 **Exchange Agreements:** Ms. Silvia Kampherbeek exchange-agreements@utwente.nl **Coordinator Int Affair ET faculty:** Mr. Dr. Jelle Ferwerda P.O. Box 217, 7500 AE Enschede The Netherlands Tel: +31(0)53 489 3398	

[1] inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one ofthem must be located in a Programme Country of Erasmus+.

[2] Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

[5] Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located. [6] Contact details to reach the senior officer in charge of this agreement.

		E-mail: [illegible] **Exchange Coordinator ET faculty:** Dr. Ir. Dorien van de Belt Tel: +31(0)53 489 2457 E-mail: d.vandebelt@utwente.nl	
Indian Institute of Technology Bombay	IITB (Mumbai)	**Central Level:** Prof. Swati Patankar Dean International Relations Email: dean.ir@iitb.ac.in **Institutional Erasmus Coordinator:** Mr. Arnab Das Executive Officer Email: arnab.das@iitb.ac.in **Incoming Students:** Ms. Sushma Jagtap Email: dean.ir.office@iitb.ac.in **Outgoing Students:** Ms. Chandrika Naik dean.ir.office@iitb.ac.in	

B. Mobility numbers[4] 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	TO	Subject area	Subject area	Study cycle	Number of student mobility periods

[4] 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)*

		code * [ISCED]	*name* *	*[short cycle, 1st, 2nd or 3rd]* *	Student Mobility for Studies *[total number of months of the study periods or average duration *]*	*Student Mobility for Traineeships* *
NL ENSCHED01	IITB (MUMBAI)	0731, 0710	Civil engineering, Engineering & engineering trades	1, 2, 3	2 semesters	
MUMBAI	NL ENSCHED01	0731, 0710	Civil engineering, Engineering & engineering trades	1, 2, 3	2 semesters	

*[*Optional: subject area code & name and study cycle are optional.]*

FROM *	TO *	*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* *
NL ENSCHED01	IITB (MUMBAI)	0731, 0710	Civil engineering, Engineering & engineering trades	TBC	
MUMBAI	NL ENSCHED01	0731, 0710	Civil engineering, Engineering & engineering trades	TBC	

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	*Optional: Subject area*	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[5]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
NL ENSCHED01	IITB (MUMBAI)	https://www.utwente.nl/en/education/exchange-students/english-requirements/			
MUMBAI	NL ENSCHED01	ENGLISH			

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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.

[5] 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

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

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 organizational 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 andtheir peers.
- Ensure that staff are given recognition for their teaching and training activitiesundertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

NL ENSCHED01:

When students experience problems or difficulties in their study environment due to specific circumstances, the University of Twente can offer advice and support. For more information please refer to the following web page: https://www.utwente.nl/ces/sacc/en

When students experience problems or difficulties in their study environment due to specific circumstances, the University of Twente can offer advice and support. The Dean of International Relations office to be contacted and the web page is https://www.ir.iitb.ac.in

F. Calendar

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

Receiving Institution	Autumn term* [month]	Spring term* [month]
NL ENSCHED01	https://www.utwente.nl/en/education/exchange-students/application-deadlines	
MUMBAI	Nomination & Application Deadline: March 31	Nomination & Application Deadline: September 30

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

2. The receiving institution will send its decision within 5 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.
4. Termination of the agreement

   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. 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

   NL ENSCHED01: https://www.utwente.nl/en/education/international-students/preparing/grading-system

Mumbai:

IIT Bombay (Mumbai)

Grades	AA	AB	BB	BC	CC	CD	DD	FF	FR
Points	10	9	8	7	6	5	4	(ZERO) Fail Grade, eligible for a re-examination.	(ZERO) Fail Grade, must repeat the course.

Additional Information available at: http://www.iitb.ac.in/newacadhome/rules/btechrulesnew08.pdf (Refer Page 24-26)

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 (email, phone)	Website for information
NL ENSCHED01	https://www.utwente.nl/en/education/international-students/visa/	
IITB (MUMBAI)	Incoming Coordinator dean.ir.office@iitb.ac.in	http://www.ir.iitb.ac.in/wp-content/uploads/Edit_visiting-formalities2.pdf

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 or city)	Contact details (email, phone)	Website for information
NL ENSCHED01	https://www.utwente.nl/en/education/international-students/upon-arrival/insurance/	

IITb (MUMBAI)	Incoming Coordinator dean.ir.office@iitb.ac.in	http://www.ir.iitb.ac.in/wp-content/uploads/Edit_visiting-formalities2.pdf

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 or name	Contact details (email, phone)	Website for information
NL ENSCHED01	https://www.utwente.nl/en/education/international-students/housing/	
IITB (MUMBAI)	Incoming Coordinator dean.ir.office@iitb.ac.in	http://www.ir.iitb.ac.in/wp-content/uploads/Edit_visiting-formalities2.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution Erasmus code or name and city	Name and function	Date	Signature[6]
NL ENSCHED01	Dr. Inge Broekman Institutional Erasmus Coordinator	28.10.2019	
IIT BOMBAY MUMBAI	Prof. Swati Patankar Dean International Relations	25/10/19	

[6] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation