

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

Inter-institutional agreement 2019-22
between institutions from
Programme and Partner Countries¹

1 August 2019 – 31 July 2022

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 / country	Erasmus code or city ²	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
Leiden University, the Netherlands	NL LEIDEN01	Mrs Marieke te Boojj Associate director for International Relations m.t.te.boojj@sea.leidenuniv.nl , +31-71-527 3325	https://www.universiteit.leiden.nl/en/education

¹ 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.

² 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.

³ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁴ 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.]

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

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, 1st , 2nd or 3rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
	NL LEIDEN01					
NL LEIDEN01						

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 months of the study periods or average duration*]	Staff mobility for training
NL LEIDEN01					

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>)

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	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/Training [Minimum recommended level: B2]
NL LEIDEN01		Dutch	English	Minimum required level: IELTS 6.5, TOEFL 90/575	Minimum required 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. 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

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>

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:

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. 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 including cultural preparation before mobility; the recognition tools used]

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

1. The partner university selects students based on competences, academic standing and their language proficiency and nominates them for the exchange semester stay. The nominee has to submit supporting documents.
2. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
NLLEIDEN01	1 March for ICM students	15 September for ICM students

3. The receiving institution will send its decision within 5-6 weeks.
4. A Transcript of Records will be issued by the receiving institution no later than 5-6 weeks after the assessment period has finished at the receiving HEI.
5. additional requirements:

At NLLEIDEN01:

- 2 Years prior study, GPA 3.2 out of 4 (or equivalent)
- Host decides on admission to programme and per course
- Rights and obligations in principle same as other (international) students at same academic level
- No tuition for regular academic courses
- Credit transfer as per home institute rules
- Mandatory Orientation Week (fee based)
- Online application via: <https://www.universiteitleiden.nl/en/education/admission-and-application/exchange>
- No students will be admitted without an application according to host procedures

2. Termination of the agreement

This agreement is valid for the duration of the project: from 1 August 2019 until 31 July 2022.

This Agreement may be amended or modified at any time by the mutual written consent of both universities.

The Agreement may be terminated by either university at any time provided that the terminating university gives written notice of its intention at least twelve months prior to the termination date and that no activities already in progress are unduly affected by such termination.

In particular, the termination of this Agreement shall allow for any participating students who have commenced at either university before or at the date of the termination to complete their approved course of study.

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' guide⁶. 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.]

NL Leiden 01: <https://www.universiteitleiden.nl/en/education/about-our-education/leiden-study-system>

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:

⁶ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
NLLEIDE N01	For BA or MA students: Mobility Team exchange@sea.leidenuniv.nl +31 71 527 7781	https://www.universiteitleiden.nl/en/education/international-students/prepare-your-stay/visa-and-residence-permit
NLLEIDE N01	For Staff or PhD students: Service Center International Staff scis@leidenuniv.nl phone: +31 71 527 7300	https://www.staff.universiteitleiden.nl/human-resources/international-staff?cf=service-units&cd=student-and-educational-affairs

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 LEIDEN01	For BA or MA students: exchange@sea.leidenuniv.nl	https://www.universiteitleiden.nl/en/education/international-students/prepare-your-stay/insurance
NL LEIDEN01	For Staff or PhD students: Service Center International Staff scis@leidenuniv.nl phone: +31 71 527 7300	https://www.staff.universiteitleiden.nl/human-resources/international-staff?cf=service-units&cd=student-and-educational-affairs

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 city]	Contact details (email, phone)	Website for information
NL LEIDEN01	For BA or MA students: housing@leidenuni.nl , +31 71 527 53 30	https://www.universiteitleiden.nl/en/education/international-students/prepare-your-stay/housing
NLLEIDEN 01	For Staff or PhD students: Service Center International Staff scis@leidenuniv.nl phone: +31 71 527 7300	https://www.staff.universiteitleiden.nl/human-resources/international-staff?cf=service-units&cd=student-and-educational-affairs

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
NLLEIDEN01	Mrs. Marieke te Booij, Associate Director of International Relations/...../2019	
	/...../2019	