**ERASMUS+ PROGRAMME**

**Erasmus inter-institutional agreement for the academic year(s): 2020/2021**

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| --- | --- | --- |
| **Between** (Name of the institution and department, where relevant) | **Erasmus CODE** | **Universität Graz (The University of Graz)** |
| **A GRAZ01** |
| Contact details \* (name, email, phone, website) | **Institutional Coordinator**: Diana Afrashteh;  Office of International Relations – Universitätsplatz 3, 8010 Graz/Austria T: +43-316-380-1247 ; F: +43-316-380-9156; [erasmusagreements@uni-graz.at](mailto:erasmusagreements@uni-graz.at);  **Contact for incoming students/nominations** **to**: [erasmus.incoming@uni-graz.at](mailto:erasmus.incoming@uni-graz.at)  T: +48 316 380 1246  Contact for staff: [staffmobility@uni-graz.at](mailto:staffmobility@uni-graz.at)  ECHE: 28563-EPP-1-2014-1-AT-EPPKA3-ECHE; PIC: 999873188  **relevant web links:**  International: <http://international.uni-graz.at/en/>  Courses: <https://online.uni-graz.at/kfu_online/webnav.ini>  Courses in English: <https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnLvSuchePage>  **Contact details of departmental/faculty coordinators:** | |
| **And** (Name of the institution and department, where relevant) | **Erasmus CODE** | **Name of Partner University** |
| **XX PARTNERXX** |
| **Contact details \*** (name, email, phone, website) | Please insert contact details  **Institutional Coordinator**:  **Contact for incoming students/nominations** **to**  ECHE:  PIC:  **relevant web links:**  **Contact details of departmental/faculty coordinators :** | |

\*contact details to reach the senior officer in charge of this agreement

The institutions named above 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 (ECHE) 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. Both parties commit to carry out the agreement to the best of their abilities and respect the Erasmus+ guidelines.

**Student Mobility for Studies**

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of **October** in the preceding academic year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Receiving Institution** | | **Erasmus Subject area – ISCED code** | | **Level** | **Student Mobility for Studies** | |
| From | To | Subject area code | Subject area name | Undergraduate Bachelor (1st cycle)  Post-graduate Master (2nd cycle)  Doctoral (3rd cycle) | Students | Months per student (=in total) |
| A GRAZ01 |  |  |  |  |  |  |
| XX PARTNERXX | A GRAZ01 |  |  |  |  |  |

**Staff Mobility for Teaching or Training**

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of **October** in the preceding academic year.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Receiving Institution** | | **Erasmus Subject area – ISCED code** | | **Staff Mobility for Teaching/Training** | | | |
| From | To | Subject area code | Subject area name | Staff Mobility for teaching (STA) | Total nr. of days STA | Staff Mobility for training (STT) | Total nr. of days STT |
| A GRAZ01 |  |  |  |  |  |  |  |
| XX PARTNERXX | A GRAZ01 |  |  |  |  |  |  |

**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:

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| --- | --- | --- | --- | --- |
| **Receiving Institution** | **Language of instruction 1** | **Language of instruction 2** | **Recommended level for student mobility (L2)** | **Recommended level for staff mobility** |
| A GRAZ01 | German | English limited number of courses | minimum B2 (CERF) | minimum B2 (CERF) |
| XX PARTNERXX |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided above].

**Deadlines**

1. Applications/information on nominated students must reach the receiving institution by (the deadlines indicated herewith are not final and different dates might apply and can be agreed upon):

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| --- | --- | --- |
| **Receiving institution** | **Autumn term** | **Spring term** |
| A GRAZ01 | Nomination: May 15th  Application: June 1st | Nomination: October 15th  Application: November 1st |
| XX PARTNERXX |  |  |

1. The receiving institution will send its decision within 5 weeks after the deadline.
2. 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.

A GRAZ01: N.b. Transcripts are electronically signed via UNIGRAZonline. Thus, according to Austrian legislation a signature / stamp / underprinting paper for a printout are no longer necessary. In addition, the transcript is electronically verifiable. All students who hold an active UNIGRAZonline account are strongly advised to issue a digitally signed transcript by themselves. Transcripts can be verified by using the following link: <https://www.signatur.rtr.at/en/vd/Pruefung>

1. Termination of the agreement: the agreement can be modified or terminated unilaterally, as long as at least one academic year written notice is 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.

**General Information**

Although a brief overview is provided in this agreement, more detailed information is sent to the nominees in order for them to prepare their exchange. Institutional Fact Sheets are exchanged between the partners on annual basis.

1. **Grading system of the institutions:**

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| --- | --- |
| **Receiving institution** | **Link to Website resource** |
| A GRAZ01 | Student performances are graded individually and not on a statistical basis. More information on the grading system: <https://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/transcript/bibwww_tor-coverletter.pdf> |
| XX PARTNERXX |  |

1. **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:

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| --- | --- | --- |
| **Receiving institution** | **Contact details** | **Website for information** |
| A GRAZ01 | students: erasmus.incoming@uni-graz.at T: +48 316 380 1246  staff: [staffmobility@uni-graz.at](mailto:staffmobility@uni-graz.at) | Students: <http://international.uni-graz.at/en/stud/incoming/about-uni-graz/>  staff: https://international.uni-graz.at/en/staff/pers-incoming/mobility-programs/ |
| XX PARTNERXX |  |  |

1. **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. Mobile incoming participants are not given insurance cover automatically, unless specified. Information and assistance can be provided by the following contact points and information sources:

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Contact details** | **Website for information** |
| A GRAZ01 | students: erasmus.incoming@uni-graz.at T: +48 316 380 1246  staff: [staffmobility@uni-graz.at](mailto:staffmobility@uni-graz.at) | Students: <http://international.uni-graz.at/en/stud/incoming/about-uni-graz/>  staff: https://international.uni-graz.at/en/staff/pers-incoming/mobility-programs/ |
| XX PARTNERXX |  |  |

1. **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:

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| --- | --- | --- |
| **Receiving institution** | **Contact details** | **Website for information** |
| A GRAZ01 | OeAD Housing Office Graz  T: +43 316 950 200 9001  [housing-graz@oead.at](mailto:housing-graz@oead.at) | <http://housing.oead.at/en/accommodation/graz-en> |
| XX PARTNERXX |  |  |

1. Support for participants with special needs

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| --- | --- |
| **Receiving institution** | **Link to Website resource or contact person** |
| A GRAZ01 | The arrangements need to be discussed well in advance (10 months prior to mobility) with the Office of International Relations. Further information at: <http://integriert-studieren.uni-graz.at/> |
| XX PARTNERXX |  |

**Signatures of the legal representatives of both institutions:**

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| --- | --- | --- | --- |
| Name and Erasmus code of Institution:  **Universität Graz (The University of Graz)**  **A GRAZ01**  Name and function of the legal representative:  **Prof. Dr. Petra Schaper-Rinkel,** Vice-Rector for Digitalization | | Name and Erasmus code of Institution:  Name and function of the legal representative: | |
| Signature: | p.p. Diana Afrashteh (Erasmus Instititional coordinator) | Signature: |  |
| Date: |  | Date: |  |
| Stamp: |  | Stamp: |  |