



Erasmus+ Inter-institutional agreement 2020-2023

between institutions from
Programme and Partner Countries

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture
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Unit C3: International Cooperation

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Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2020-2023
between institutions from
Programme and Partner Countries²

[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+.

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

² Erasmus+ Programme Countries are the EU Member States, 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.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE CASTILLA-LA MANCHA	E CIUDA-R01	Ms. Esperanza Aranda – Head of International Office Phone: +34926295300 ori@uclm.es	https://www.uclm.es/misiones/internacional?sc_lang=en https://www.uclm.es/misiones/internacional/oferta-internacional/oferta_academica_uclm
UNIVERSIDAD AUTÓNOMA DE CHIAPAS	Tuxtla Gutiérrez, Chiapas; Mexico.	Dr. Carlos Faustino Natarén Nandayapa Rector Email: rectoria@unach.mx Dr. Adrián Alberto Reyes Vázquez Coordinador General de Relaciones Interinstitucionales adrian.reyes@unach.mx sari@unach.mx	www.unach.mx https://www.sari.unach.mx/index.php/intercambio#bases-de-la-convocatoria-ext https://www.unach.mx/# https://www.dgip.unach.mx/index.php/aspirantes www.sari.unach.mx
[...]			

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁶ 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.]

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area name * [ISCED code]	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 *
MX CHIAPAS UNACH	E CIUDA-R01	Education, interdisciplinary programmes -Information and Communication Technologies (ICTs), interdisciplinary programmes	1 ST , 2 ND & 3 RD	1 (5 MONTHS)	N/A
E CIUDA-R01	MX CHIAPAS UNACH	Education, interdisciplinary programmes Humanities, engineering, architecture, mathematics, physics, agricultural science	N/A	1 (one academic term)	---N/A

[*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 name * [ISCED code]	Number of staff mobility periods	
			Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *

⁶ 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>)

MX CHIAPAS UNACH	E CIUDA- R01	All subject areas	N/A	N/A
E CIUDA- R01	MX CHIAPAS UNACH	All subject areas	N/A	N/A

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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MX CHIAPAS UNACH	E CIUDA- R01	Spanish	English	B1	B2
E CIUDA- R01	MX CHIAPAS UNACH	Spanish	English	B1	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.

⁷ 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(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.

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

E CIUDA-R01:

- Universidad de Castilla – La Mancha has infrastructure to welcome students and staff with disabilities, more information at: <http://blog.uclm.es/saed/>
- The Autonomous University of Chiapas has social inclusion policies, human and university rights to host students and staff with disabilities. They are indicated in title eight: Rights and University Justice, Chapter One: Human and University Rights defender of the Integral Statute of UNACH, in which there are various provisions that contemplate the inclusion of people with disabilities, the principles that must prevail in the University related to respect the human and university rights of all people, as well as the operation of the Human and University Rights defender, whose objective will be the defence of these. More information at: https://www.unach.mx/images/documentos/legislacion/Estatuto-Integral-de-la-Universidad-Autonoma-de-Chiapas_22.pdf

F. Calendar

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

MX CHIAPAS UNACH	Nomination and application deadline May 30	Nomination and application deadline November 15
E CIUDA-R01	Nomination and application deadline June 15	Nomination and application deadline November 30

2. The receiving institution will send its decision within 4 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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. 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."

G. Information

1. Grading systems of the institutions

E CIUDA-R01:

Spanish grading system consists of a scale from 0 to 10, pass with 5.

9-10	Excellent
8 – 8.9	Very good
6 – 7.9	Good
5 – 6.9	Sufficient
0 – 4.9	Fail

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS grade: percentage of students who have achieved this grade. Definition only for failing grades.

A 10%

B 25%

C 30%

D 25%

E 10%

F FAIL - some more work required before the credit can be awarded

FX FAIL – considerable further work is required

MX CHIAPAS-UNACH

Spanish grading system consists of a scale from 0 to 10, pass with 6.

ESCALA	VALOR NUMÉRICO
Reprobado/No suficiente	0 – 59 / 0 – 5.9
Regular/Suficiente	60 – 79 / 6.0 – 7.9
Bien	80 – 89 / 8.0 – 8.9
Muy bien	90 – 100 / 9.0 – 10

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
MX CHIAPAS UNACH	sari_cmia@unach.mx sari.caemi@unach.mx	http://www.sari.unach.mx

E CIUDA-R01	ori@uclm.es	https://www.uclm.es/misiones/internacion al/movilidad/movilidad_entrante

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
MX CHIAPAS UNACH	sari.caemi@unach.mx	www.sari.unach.mx
E CIUDA-R01	ori@uclm.es	https://www.uclm.es/misiones/internacional/movilidad/movilidad_entrante

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
MX CHIAPAS UNACH	sari.caemi@unach.mx +52 961 6153920 ext. 3	www.sari.unach.mx
E CIUDA-R01	https://www.uclm.es/en/Misiones/Internacional/Movilidad/Quienes-somos	https://www.uclm.es/-/media/Files/A01-Asistencia-Direccion/A01-101-Vicerrectorado-Internacionalizacion/Documentos-Web/UCLM-International-relations-guide-2020.ashx?la=en

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
MX CHIAPAS UNACH	Dr. Carlos Faustino Natarén Nandayapa Rector	07 de Diciembre de 2022	
E CIUDA- R01	Raúl Martín Martín Vice-Rector for Internationalization	07 de Diciembre de 2022	

⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

