



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement 2023-2026
Key Action 1
Mobility of higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**



The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2023-2026 in:

- KA131 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en



1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
University of Eastern Finland, UEF	SF KUOPIO12	<p>Academic Contact Person: Prof. Ritva Kantelinen School of Applied Educational Science and Teacher Education Philosophical Faculty Email: ritva.kantelinen@uef.fi Tel. +358 050 542 0434</p> <p>Administrative Contact Person: Ms. Kirsi Karjalainen Email: kirsi.karjalainen@uef.fi Tel. +358 50 462 1267</p> <p>Ms. Minchun Ryhänen Email: minchun.ryhanen@uef.fi Tel. +358 50 432 2688</p>	<p>General: https://www.uef.fi/en</p> <p>Faculties: https://www.uef.fi/en/node/3424#paragraph-1400</p> <p>Course catalogue: https://kamu.uef.fi/en/tietopankki/incoming-exchange-students/studies-for-exchange-students/</p>
Universidad de Los Lagos, ULagos	Osorno	Academic Contact Person: Prof. Carmen Gloria Sáez Pedagogía en Inglés Departamento de Humanidades y Artes	<p>General: https://ulagos.cl/</p> <p>Faculty/faculties: https://humanidadesyartes.ulagos.cl/</p>

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Email:csaez@ulagos.cl</p> <p>Administrative Contact Person: Ms. Cecilia Delgado Rosas Email: movilidad.internacional@ulagos.cl Tel. +56 64 2333510</p> <p>Ms. Marcela Cisterna Navarro Email: rrii@ulagos.cl Tel. +56 (64) 233 3501</p>	<p>Course catalogue: https://ingles.ulagos.cl/index.php/english/study-programmes</p>
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Mobility numbers

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁷ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of students x months (days) per student and total months (days)]	Staff Mobility [Total number of staff]	Staff Mobility [Total number staff x days per staff and total days]
Osorno	SF KUOPIO12	011	Education	1 st , 2 nd or 3 rd	1	1 x 5 months = 5 months	1	1x10days = 10days
SF KUOPIO12	Osorno	011	Education	1 st , 2 nd or 3 rd	1	1 x 5 months = 5 months	1	1x10days = 10days

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

2. 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 skills⁸ at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Field of education (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
SF KUOPIO12	011	English	Finnish	B2	B2
Osorno	011	Español		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



3. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ credit mobility period at their institution. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
Reimbursement to incoming beneficiaries and to outgoing student beneficiaries up to 300 euro, based on receipts, for:	Health insurance costs
	Visa or residence permit costs

4. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.



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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
SF KUOPIO12	Autumn Semester: From September to December Spring Semester: From January to May	15 April nomination, 30 April application 15 September nomination, 30 September application
Osorno	Winter semester: from March to July. Spring semester: from August to December.	Nomination from August, application until January 15 Nomination from January, application until June 30

The receiving institution will send its decision in 4 - 6 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Academic and additional requirements	
Requirement	Details
Academic requirements	Transcript of Records in English is obligatory.
CV	Obligatory

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.



Motivation letter	Optional
Inclusion measures ¹⁰	Nominations and selection of candidates representing the fewer opportunities group, e.g. social obstacles, disability, minorities, will be encouraged.
Other	Learning Agreement, obligatory for first and second cycle students

5. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive

¹⁰ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: <https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy>

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.



University of Eastern Finland, UEF, SF KUOPIO12

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	Ms. Minchun Ryhänen, email: minchun.ryhanen@uef.fi , tel. +358 50 432 2688	For students: https://kamu.uef.fi/en/tietopankki/student-life-and-leisure/student-housing/ For staff: https://www.uef.fi/en/pre-arrival-essentials
Language Support	Ms. Minchun Ryhänen, email: minchun.ryhanen@uef.fi , tel. +358 50 432 2688	For students: https://kamu.uef.fi/en/tietopankki/study-skills/language-and-communication-studies/
Visa	Ms. Minchun Ryhänen, email: minchun.ryhanen@uef.fi , tel. +358 50 432 2688	For students: https://kamu.uef.fi/en/tietopankki/general-practical-instructions/visa-and-residence-permit/ For staff: https://www.uef.fi/en/pre-arrival-essentials
Insurance	Ms. Minchun Ryhänen, email: minchun.ryhanen@uef.fi , tel. +358 50 432 2688	For students: https://kamu.uef.fi/en/tietopankki/health/insurance-cover/ For staff: https://www.uef.fi/en/pre-arrival-essentials
Inclusion of participants with fewer opportunities	Ms. Minchun Ryhänen, email: minchun.ryhanen@uef.fi , tel. +358 50 432 2688	https://kamu.uef.fi/en/tietopankki/students-rights-and-obligations/accessibility-in-studies/
Mentoring	Ms. Minchun Ryhänen, email: minchun.ryhanen@uef.fi , tel. +358 50 432 2688	https://kamu.uef.fi/en/tietopankki/planning-and-completing-studies/study-coordinators/
Grant payments	Ms. Minchun Ryhänen, email: minchun.ryhanen@uef.fi , tel. +358 50 432 2688	N/A

Alumni information	Ms. Roseanna Avento, email: roseanna.avento@uef.fi , tel. +358 40 355 3828	https://www.uef.fi/en/uef-alumni
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Universidad de Los Lagos, ULagos

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	Mr. Cristian Aguas, email difusion.internacional@ulagos.cl , tel. +56 981573560	https://ulagos.cl/english/education-for-ulagos/welcome-to-ulagos/
Language Support	Department of Humanities and Art Ms. Andrea Aburto Gallardo tel. +56 64-2333298 anita.aburto@ulagos.cl	https://humanidadesyartes.ulagos.cl/
Visa	Ms. Cecilia Delgado, email movilidad.internacional@ulagos.cl tel. +56 981573560	https://ulagos.cl/english/education-for-ulagos/application-admission/
Insurance	Ms. Cecilia Delgado, email movilidad.internacional@ulagos.cl tel. +56 981573560	https://ulagos.cl/english/education-for-ulagos/application-admission/
Inclusion of participants with fewer opportunities	Mr. Cristofer Carcamo cristofer.carcamo@ulagos.cl +56 9 9175 3376	https://admission.ulagos.cl/index.php/ulagos/admision-para-personas-con-discapacidad
Mentoring	Ms. Soledad Sandoval Molina soledad.sandoval@ulagos.cl +56 642-333495	https://humanidadesyartes.ulagos.cl/carreradepto/pedagogiaeningles/

Grant payments	Responsible institution: University of Eastern Finland. UEF	N/A
Alumni information	Mr. Juan Carlos Klenner seguimiento.egresados@ulagos.cl tel +56 642333471 - 642333525	https://use.ulagos.cl/

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.
University of Eastern Finland: <https://kamu.uef.fi/en/tietopankki/guides-and-instructions/credits-and-grades/>
Universidad de Los Lagos: <https://rrii.ulagos.cl/abouts-ulagos/nosotros/>; ulagosvirtual.cl;
 Coordinación Gestión Administrativa y Académica email: rrii@ulagos.cl tel. +56 (64) 233 3501
- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o A Transcript of Records will be issued by the receiving institution no later than five (5) weeks after the assessment period has finished at the receiving HEI.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

7. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
SF KUOPIO12		https://kamu.uef.fi/en/tietopankki/guides-and-instructions/credits-and-grades/
Osorno		www.ulagos.cl

8. Any other information regarding the terms of the agreement

Data protection

The Parties respect the privacy of people and of the personal data they process. The Parties commit to ensuring the privacy and information security of the personal data it processes. The Parties undertake to comply with the EU's General Data Protection Regulation (EU)2016/ 679 (hereafter "GDPR") and the regulations and guidelines issued by the authorities in both countries. The Parties inform subjects about processing of personal data in their privacy policies. The Parties undertake to maintain strict secrecy of all personal data to which they have access and to comply with all technical and organizational measures necessary to ensure the security of the data, especially its confidentiality and integrity, and to avoid its alteration, loss, or unauthorized processing or access. These obligations will subsist even after the termination and extinction of this Agreement for as long as required under GDPR. If the Parties process personal data in actions based on this Agreement on behalf of the other Party, the Parties shall undertake to enter into a separate data protection agreement.

Applicable Laws and Regulations Norms on Prevention and Punishment of gender violence

It is hereby stated that the existing internal legislations of the Universidad de Los Lagos, on sexual harassment, violence and gender discrimination in the academic field, which will be applicable to students, is understood to be incorporated into this agreement, academics and/or third parties participating in activities organized or developed by the Universidad de Los Lagos,



¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

in accordance with Law 21.369. The aforementioned internal regulations are available on the institutional website <https://www.ulagos.cl/prevencionacoso/>.

9. 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".

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
Universidad de Los Lagos, ULagos, Chile	Prof. Oscar Garrido Álvarez Rector Universidad de Los Lagos	31.01.2024	Oscar Ariel Garrido Álvarez 10862197-4 rectoria@ulagos.cl  Firmado electrónicamente según Ley 19799 el 31-01-2024 a las 17:35:34 con Firma Electrónica Avanzada Código de Validación: 1706733334588 Validar en https://www.esigner.cl/esignercryptofront/documento/verifi
University of Eastern Finland, UEF, Finland SF KUOPIO12	Prof. Sari Havu-Nuutinen Head of School of Applied Educational Science and Teacher Education Philosophical Faculty	02.02.2024 09:47:12 (UTC +0200)	 <i>Sari Havu-Nuutinen</i>

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

