

**Erasmus+ Programme
Key Action 1
Mobility for learners and staff
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2019-2021²
between institutions from
programme and partner countries**

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 organization 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 the higher education institutions

Full name of the institution / country	Erasmus code or city ³	Name of the contact person Contact details (email, phone)	Website (eg. of the course catalogue)
The Bucharest University of Economic Studies Romania	RO BUCURES04	Institutional coordinator: Prof. Constantin Marius Profiroiu, PhD. mprofiroiu@ase.ro T/F: +40 21 319 20 23	http://www.ase.ro http://www.international.ase.ro
		International relations director: Assoc. Prof. Anca Bogdan, PhD. Tel. +40 21 319 19 10 Fax: +40 21 319 20 23 erasmus@ase.ro	
		Departmental coordinator - Dean: Assoc. Prof. Grigore Ioan Piroșcă, PhD. grigore.pirosca@economie.ase.ro	
		Address: The Bucharest University of Economic Studies Department for International Relations, Piata Romana 6, 010374 - Bucharest, Romania	
Universidad de Los Lagos Chile	ULAGOS – CHILE	Director International Relations: Full Prof. Oscar Díaz, PhD. Tel. +56 64 2 33 3590 oscar.diaz@ulagos.cl	http://www.ulagos.cl http://rrii.ulagos.cl
		Departmental coordinator- Executive Secretary of International Relations: Asist. Prof. Lynda Karen Vázquez, MBA. Tel. +56 64 2 33 3225 karen.vazquez@ulagos.cl	
		Address: Universidad de Los Lagos International Relations Office Lord Cochrane 1070 Osorno, Chile	

Vº Bº
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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 Higher education institutions have to agree on the period of validity of this agreement.

³ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

B. Mobility numbers⁴ per academic year

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code* [ISCED 2013]	Subject area name *	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*
RO BUCURES04	ULAGOS, OSORNO, CHILE	0311 0410	Economics Business studies	3 rd	3 x 5 months = 15 months	n.a.
ULAGOS, OSORNO, CHILE	RO BUCURES04	0311 0410	Economics Business studies	3 rd	3 x 5 months = 15 months	n.a.

[*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
RO BUCURES04	ULAGOS, OSORNO, CHILE	0311 0410	Economics Business studies	2 x 3 weeks = 6 weeks	2 x 3 weeks = 6 weeks
ULAGOS, OSORNO, CHILE	RO BUCURES04	0311 0410	Economics Business studies	2 x 3 weeks = 6 weeks	2 x 3 weeks = 6 weeks

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.

Dir. B.
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⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional)*

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruc- tion	Additional language of instruc- tion	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RO BUCURES04	All	English	Romanian French German	B1	B2+
ULAGOS, OSORNO, CHILE	All	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**⁶ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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.

M.B.
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⁵ See Common European Framework of Reference for Languages

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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

The selection of students and staff will be made according to mutually agreed criteria and will be fair and transparent.

All participants shall have adequate insurance coverage: The participants themselves are responsible for the insurance costs from the grant received for the realization of the mobility activity, if not covered by other means. The insurance must cover: health insurance, general liability insurance for Third party and personal accident coverage in a mandatory way depending on the type of the mobility (all grantees will have to submit the above mentioned documents upon arrival and registration).

The financial administration will be handled by the Coordinator and according to the guidelines and policies given by the European Commission and the National Agency. The following terms are applied:

- *All grants and travel expenses for the Erasmus+ International Credit Mobility students will be covered by the Programme and subsequently by the Coordinator.*
- *The Grant Agreement explicitly states that if the mobility doesn't take place, the grantee is obliged to return the grant received; both parts (grantees and Sending Institution) are to ensure the mobility.*
- *All grantees will be sent the necessary information and guidelines prior to their arrival.*

Students:

All Erasmus+ International Credit Mobility Students will receive the 80% of the grant upon arrival and signature of the Grant Agreement at the Receiving Institution. The 20% of the grant will be given within 15 days after the successful submission of the on-line EU survey.

When the Sending Institution finds it necessary, the Coordinator could arrange to buy a travel ticket on behalf of the grantee.

Academic & Administrative Staff:

All Erasmus+ International Credit Mobility Academic and Administrative Staff grantees will receive 80% of the grant upon arrival and signature of the Grant Agreement at the Receiving Institution. The 20% of the grant will be given within 15 days after the successful submission of the on-line EU survey.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*	Observational
ULAGOS, OSORNO, CHILE	June 30 th	December 30 th	Partner institutions should send nominations by email to movilidad.internacional@ulagos.cl
RO BUCURES04	July 30 th	December 15 th	Partner institutions should send nominations by email to erasmus@ase.ro

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

- The receiving institution will send its decision within 4 weeks.
- 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]
- Termination of the agreement

The inter-institutional agreement may be modified or terminated by mutual agreement of the partners. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

RO BUCURES04:

A scale of 1 (minimum) to 10 (maximum) applies to the marks in the Romanian education system. The final grades are integers, the minimum grade required for passing an exam and obtaining the credits is 5.

Romanian grade	ECTS Grade	% of students who achieve this grade
10	Excellent (A)	10
9	Very good (B)	25
8	Good (B-)	
7	Good (C)	30
6	Satisfactory (D)	25
5	Sufficient (E)	10
1 - 4	Unsatisfactory / Fail (F)	-

V.B.
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⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

ULAGOS, OSORNO, CHILE:

A scale of 1 (minimum) to 7 (maximum) applies to the marks in the Chilean education system. The final grades are integers, the minimum grade required for passing an exam and obtaining the credits is 4.

<i>Chilean grade</i>	<i>ECTS Grade</i>	<i>% of students who achieve this grade</i>
6,0 - 7,0	<i>Excellent (A⁻ - A⁺)</i>	15
5,0 - 5,9	<i>Good (B)</i>	50
4,0 - 4,9	<i>Satisfactory (D - C)</i>	35
3,0 - 3,9	<i>Unsatisfactory (F)</i>	-
1,0 - 2,9	<i>Deficient (F)</i>	-

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 (e-mail, phone)	Website for information
RO BUCURES04	International Relations Department erasmus@ase.ro	http://mae.ro/en/node/2035
ULAGOS, OSORNO, CHILE	International Relations Office movilidad.internacional@ulagos.cl	http://rrii.ulagos.cl

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 (e-mail, phone)	Website for information
RO BUCURES04	International Relations Department erasmus@ase.ro	European Health Insurance Card (EHIC) or equivalent http://ec.europa.eu/social/main.jsp?catId=559
ULAGOS, OSORNO, CHILE	International Relations Office movilidad.internacional@ulagos.cl	http://rrii.ulagos.cl

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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 (e-mail, phone)	Website for information
RO BUCURES04	International Relations Department erasmus@ase.ro	www.international.ase.ro
ULAGOS, OSORNO, CHILE	International Relations Office movilidad.internacional@ulagos.cl	http://rrii.ulagos.cl

Vº Bº
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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
The Bucharest University of Economic Studies	Prof.univ.dr. Nicolae Istudor Rector	16.05.2019	 
Universidad de Los Lagos	Prof. Oscar Garrido Álvarez Rector		  17/12/2019

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