

From: Chakrit Fuangprang Chakritf@nu.ac.th  
Subject: Re: KA171-2023.UNIVERSITY OF SEVILLE, SPAIN. INTERNATIONAL STAFF WEEK. MAY 19TH- 23RD,2025. SAVE THE DATE!  
Date: 7 February 2568 at 8:53 am  
To: PROGRAMA ERASMUS KA171 ka171sevilla@us.es  
Cc: sutineep@nu.ac.th, sarunyavud kangwanwongphaisan sarunyavudk@nu.ac.th

คณะวิทยาศาสตร์ มหาวิทยาลัยนครสวรรค์  
เลขรับ... 861  
วันที่... 11 ก.พ. 2568  
เวลา... 16.02

Dear Arroyo,

Thank you very much for clarification. We will circulate this information throughout our campus.

Best regards,  
Chakrit

Mr. Chakrit Fuangprang  
Director, Division of International Affairs and Language Development  
Naresuan University  
Phitsanulok 65000  
THAILAND  
Tel & Fax: 66 55 961 640

กองพัฒนามหาวิทยาลัยและกิจการต่างประเทศ  
มหาวิทยาลัยนครสวรรค์  
รับที่... 0155  
วันที่... 7 ก.พ. 2568 เวลา... 16:30

On 5 Feb 2568, at 3:55 pm, PROGRAMA ERASMUS KA171 <ka171sevilla@us.es> wrote:

Algunos contactos que recibieron este mensaje no suelen recibir correos electrónicos de ka171sevilla@us.es. Por qué es esto importante

Dear Chakrit,

We are inviting to 2 staff members of your Institution to our Staff Week. Our Interinstitutional Agreement was sent to your University but we haven't received it signed.

In case you have students to send us, they are welcome following the procedure below:

To allocate and process the grants for the selected individuals, it is necessary for you to send us the following documentation to this same email as soon as possible:

- Signed and stamped Interinstitutional Agreement
- Signed and stamped Selection Minutes, following the attached template
- Signed and stamped Call, following the attached template, to which the logo of the partner university must be added in the header, as well as a web link or document confirming the advertisement of said call.
- Copy of the documents submitted by the selected individuals as indicated in point 4 of the call. The Learning Agreement and Mobility Agreement must also be signed by the partner university.

Through project 2023, mobilities must be finished before July 31st 2026.  
I hope this suits your Institution. In case of any doubt, please let me know.  
Best wishes,

Rosa del Río Arroyo  
Administrative  
KA171 Project Team  
Welcome Office-International Centre  
Av. Ciudad Jardín, 20-22  
41005 Sevilla

<Outlook-sw2bj0yl.png>

[www.us.es](http://www.us.es)

กองกลาง สำนักงานอธิการบดี  
รับที่... 201883  
วันที่... - 7 ก.พ. 2568  
เวลา... 16.11น.

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ด้วย Ms. Rosa del Rio Arroyo จาก University of Seville ประเทศสเปน ประชาสัมพันธ์ Program for Erasmus KA171 อันประกอบด้วยกิจกรรม International Staff Training Week ระหว่างวันที่ 19-23 พฤษภาคม 2568 และกิจกรรมพัฒนาศูนย์วิชาการ บุคลากรสายสนับสนุนและนิสิตภายใต้กรอบ Learning Mobility for Higher Education Students and Staff ทั้งนี้ การเข้าร่วมกิจกรรมจะต้องมีการดำเนินการจัดส่งเอกสารอันเกี่ยวข้องดังต่อไปนี้

1. Interinstitutional Agreement
2. Call for Application for Students and Staff (Teaching and Training) Mobility to Carry out Stays at the Universidad de Sevilla under the Erasmus+ KA171 Program Project 2023
3. Selection Minutes
4. สำเนาเอกสารที่เกี่ยวข้องของผู้เข้าร่วมโครงการตามที่ระบุใน Call for Application ข้อที่ 4 ซึ่งต้องกรอกด้วยการพิมพ์เท่านั้น
5. Erasmus+ Learning Agreement Student Mobility for Studies International Mobility
6. Erasmus+ Mobility Agreement Staff Mobility for Teaching
7. Erasmus+ Mobility Agreement Staff Mobility for Training

โดยเอกสารในลำดับที่ 5-7 ขึ้นอยู่กับประเภทของบุคคลที่เข้าร่วมโครงการ ทั้งนี้ กำหนดส่งเอกสารดังกล่าวข้างต้นภายในวันศุกร์ที่ 28 กุมภาพันธ์ 2568

จึงเรียนมาเพื่อโปรดพิจารณา เห็นควรประชาสัมพันธ์คณะ/วิทยาลัย เพื่อพิจารณาการเข้าร่วมโครงการดังกล่าว

ลงชื่อ .....

(นายจิตรฤกษ์ เพื่องปรารค์)

ผู้อำนวยการกองพัฒนาภาษาและกิจการต่างประเทศ

วันที่ ๗ กุมภาพันธ์ ๒๕๖๘

เลขาอธิการบดี

เลขาฝ่ายบริหาร

- 1) ผอ.กองฯ ผอ. ๒๕๖๘/๒๕๖๙
  - 2) ผอ.กองฯ ๒๕๖๘/๒๕๖๙
- ERASMUS+ ข้อ 3 กับ Prof. ZUOCHEN

- ( ) ดำเนินการตามเสนอ ๑, ๒
- ( ) อื่น ๆ .....

ลงชื่อ .....

(ดร. พิสุทธิ อภิขยกุล)

รองอธิการบดีฝ่ายวิเทศสัมพันธ์และการถ่ายทอดเทคโนโลยี

ปฏิบัติราชการแทน อธิการบดีมหาวิทยาลัยนเรศวร

วันที่ ๗/๒/๖๘

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**De:** Chakrit Fuangprang <[Chakritf@nu.ac.th](mailto:Chakritf@nu.ac.th)>

**Enviado:** martes, 4 de febrero de 2025 5:03

**Para:** PROGRAMA ERASMUS KA171 <[ka171sevilla@us.es](mailto:ka171sevilla@us.es)>

**Cc:** Sutinee Potisuwan <[sutineep@nu.ac.th](mailto:sutineep@nu.ac.th)>; sarunyavud kangwanwongphaisan <[sarunyavudk@nu.ac.th](mailto:sarunyavudk@nu.ac.th)>

**Asunto:** Re: KA171-2023.UNIVERSITY OF SEVILLE, SPAIN. INTERNATIONAL STAFF WEEK. MAY 19TH- 23RD,2025. SAVE THE DATE!

Dear Arroyo,

Your message regarding Erasmus KA171 was received. While the Call; the Selection Minutes and the Training Agreement were obtained, I can't find the Institutional Agreement.

I would also like to ask you the following:

- 2 seats per institution mean both staff and student? And we are advised to prioritise students first?
- Should there be students joining the program, do you have a separate agreement for students (Learning Agreement) and agreement for teaching mobility?
- Are the 2 seats for 'International Staff Week' or mobility activities?

Look forward to hearing from you.

Best regards,  
Chakrit

Mr. Chakrit Fuangprang  
Director, Division of International Affairs and Language Development  
Naresuan University  
Phitsanulok 65000  
THAILAND  
Tel & Fax: 66 55 961 640

On 3 Feb 2568, at 4:48 pm, PROGRAMA ERASMUS KA171 <[ka171sevilla@us.es](mailto:ka171sevilla@us.es)> wrote:

You don't often get email from [ka171sevilla@us.es](mailto:ka171sevilla@us.es). [Learn why this is important](#)

*English version follows*

Estimadas/os Colegas,

Como socios de nuestro Proyecto KA171, nos complace invitarles a nuestra **Semana Internacional del Personal 2025** que se celebrará del **19 al 23 de Mayo de 2025** en Sevilla, España. Al mismo tiempo, nuestra Biblioteca también organiza sesiones específicas durante los días 20, 21 y 22 de Mayo de 2025, que podrán atender personas que trabajen directamente en el área de biblioteca. Se adjunta un borrador con el programa del evento.

En cuanto al nº de plazas disponibles, vamos a aceptar **hasta 2 participantes** por Institución, pudiendo incluirse en el acta más participantes en el apartado de suplentes por si quedaran plazas libres. Le recordamos que las plazas de estudiantes son prioritarias en este proyecto Erasmus por lo que, a pesar de que pudieran tener alguna plaza vacante de este perfil, no podrán ser utilizadas para enviar a más personal en su lugar.

Para poder adjudicar y tramitar las ayudas financieras a los seleccionados, es necesario que nos remitan a este mismo correo, **antes del próximo 28 de febrero de 2025**, la siguiente documentación:

Acuerdo Interinstitucional firmado y sellado, si no lo ha enviado ya.

- Convocatoria firmada y sellada, siguiendo el modelo adjunto.
- Acta de selección firmada y sellada, siguiendo el modelo adjunto.
- Acuerdo de Movilidad de Formación cumplimentado y firmado por la Institución de envío y por los participantes seleccionados.

Una vez tengamos toda la documentación indicada, enviaremos una Carta de Invitación a cada participante junto con instrucciones sobre la documentación que deben presentar y el enlace al formulario de inscripción.

Para cualquier consulta pueden contactarnos a este mismo correo, indicando el nombre de la universidad en el asunto para facilitar la comunicación.

Saludos cordiales,

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Dear Colleagues,

As partners in our KA171 Project, it is our great pleasure to invite you to our 2025 **International Staff Week** which will take place between **May 19th & 23rd** in Sevilla, Spain. Attached please find a draft copy of the programme. At the same time, our University Library will be organising sessions on May 20th, 21st and 22nd, open to those who specifically work in the area of librarianship.

We offer a maximum of **2 places** per institution, you can, however, include more candidates on your application as substitutes, in case there are any places that remain unfilled. As students have priority in this Erasmus Project, any unfilled student places that you may have cannot be used to send more staff members instead.

In order to process and adjudicate the selected candidates' grants, you must submit the following documentation to this same email address **before February 28th 2025**:

- The Institutional Agreement signed and stamped, if you have not already done so;
- The Call, signed and stamped, as per the enclosed model;
- The Selection Minutes signed and stamped, as per the enclosed model;
- The Training Agreement duly completed and signed by the sending Institution and by the participants selected.

When we have received all of the above documentation, we will send a Letter of Invitation to each participant, along with instructions concerning the documentation that must be submitted and the link to the inscription form.

If you have any questions, please do not hesitate to write to us at this email address Remember to include the name of your institution in the subject field, as this will help speed up communication.

Regards,

Rosa del Río Arroyo  
*Administrative*

**KA171 Project Team**  
**Welcome Office-International Centre**  
Av. Ciudad Jardín, 20-22  
41005 Sevilla

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<INTERINSTITUTIONAL AGREEMENT 2023 KA 171-TAILANDIA NARESUAN.docx><Anexos KA171\_EN.zip>



**INTERNATIONAL STAFF TRAINING WEEK**  
**UNIVERSIDAD DE SEVILLA, SPAIN**  
**May 19<sup>th</sup> – 23<sup>rd</sup> 2025**

**Date: Monday 19<sup>th</sup> May 2025**

Place: Universidad de Sevilla's Main Lecture Hall (*Paraninfo*) Rectorate Building, Calle San Fernando, 4

Time	Session/Activity
09:00	<b>Attendee Registration</b>
09:30	<b>Institutional Welcome and Presentation of Universidad de Sevilla</b> <ul style="list-style-type: none"> <li>- Mr Ángel Luis Trigo García, Director of the International Strategy Secretariat, Universidad de Sevilla</li> <li>- Mr Manuel Jesús Soto Prieto, Academic Director of Mobility, Universidad de Sevilla</li> </ul>
10:00	<b>Presentation of UlysseUS Project</b> <ul style="list-style-type: none"> <li>- Ms Rocío Martínez de Pablos, UlysseUS Project's Academic Director</li> </ul>
11:00	<b>Coffee Break</b>
11:30	<b>Spanish Service for Internationalising Educational (SEPIE)</b> (TBC)
12:30	<b>Guided Tour of the Rectorate (3 groups), Distribution of cheques and subsequent visit to bank to cash them</b>
14:00	<b>Welcome Lunch in the Rectorate Courtyard</b>

**Date: Tuesday May 20<sup>th</sup> 2025**

Place: *Salón de Actos* room, Centro Internacional (Avda. Ciudad Jardín, 20-22)

Time	Session/Activity
09:00	<b>Distribution of cheques and subsequent visit to bank to cash them</b>
11:00	<b>ROUND TABLE: INTERNATIONAL MOBILITY</b> <ul style="list-style-type: none"> <li>- Ms María Gracia Suano Fernández, Manager of Incoming International Mobility, Universidad de Sevilla</li> <li>- Ms Elena Martín Delgado, Manager of Outgoing International Mobility, Universidad de Sevilla</li> <li>- Good practice in partner universities (TBC)</li> </ul>
12.00	<b>ROUND TABLE: INTERNATIONAL PROJECTS</b> <ul style="list-style-type: none"> <li>- Mr Jose Manuel de la Rosa Utrera, Director, International Projects General Office, Universidad de Sevilla</li> <li>- Mr Enrique López Antelo, International Research Projects Manager, Universidad de Sevilla</li> <li>- Good practice in partner universities (TBC)</li> </ul>
13:00	<b>Universidad de Sevilla's Secretariat for Knowledge Transfer and Entrepreneurship</b> <ul style="list-style-type: none"> <li>- Ms Catalina Gómez Quiles, Secretariat Director</li> </ul>

13:30	<b>Universidad de Sevilla's Development Cooperation Office</b> - Ms Lourdes Romero Rodríguez, Head of Unit
14:00	<b>Free Time</b>
17:00	<b>Visit to Alcázar Palace (Patio de Banderas, s/n, Puerta del Apeadero)</b>

**Date: Wednesday May 21<sup>st</sup> 2025**

Place: *Biblioteca Rector Machado* library (Avenida de la Guardia Civil s/n)

Time	Session/Activity
09:00	<b>Visit to Universidad de Sevilla's Antiquarian Funds and Historical Archive</b>
11:00	<b>Universidad de Sevilla's International Post-Graduate and Doctoral Schools</b> - Ms Mercedes Fernández Arévalo, Director of the Schools
11.45	<b>Coffee Break</b>
12:30	<b>University Community's Assistance Service (SACU)</b> (TBC)
13:00	<b>Universidad de Sevilla's Orientation Unit</b> - María Ángeles Hinojosa, Technical Director of the Unit
13.30	<b>Universidad de Sevilla's Publication Service</b> (TBC)
14:00	<b>Free time</b>

**Date: Thursday May 22<sup>nd</sup> 2025**

Places: Reina Mercedes, Pirotecnia and Health Sciences Campuses

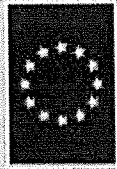
TIME	Session/Activity
10:00	<b>Visit to Centres at the Reina Mercedes Campus (Group 1)</b> Meeting point: Faculty of Mathematics (Avenida Reina Mercedes, s/n)
10.00	<b>Visit to Centres at the Pirotecnia Campus (Group 2)</b> Meeting point: Faculty of Work Sciences (Avenida San Francisco Javier, s/n)
10:00	<b>Visit to Centres at Health Sciences (Group 3)</b> Meeting point: Faculty of Nursing, Physiotherapy and Podiatry (Calle Avenzoar, 6)
10.00	<b>Pre-arranged visits to Teachers and Researchers</b> To be confirmed, dependent on requests and availability
13:30	<b>Free Time</b>
19:00	<b>Cultural activity (TBC)</b>
20.00	<b>Cocktails (Venue to be confirmed)</b>

**Date: Friday 23<sup>rd</sup> 2025**

Place: *Salón de Actos* room, Centro Internacional (Avda. Ciudad Jardín, 20-22)

TIME	Session/Activity
09.30	<b>Workshop: Administrative Management</b>
09.30	<b>Workshop: Academic and Research Collaboration</b>
11:30	<b>Round Table: Participants' conclusions and distribution of Attendance Certificates</b>
13:00	<b>International Week Closure</b>





EUROPEAN UNION

**Erasmus+**  
Enriching lives, opening worlds

2021-2027

**Erasmus+ Programme  
Inter-institutional agreement  
Key Action 1  
Learning mobility for 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 institutions<sup>12</sup> 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:

## **KA171**

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 Education<sup>13</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR<sup>14</sup> and in line with the technical standards of the European Student Card Initiative<sup>15</sup>, 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.

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<sup>12</sup> 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.

<sup>13</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>14</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>15</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](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 <sup>16</sup>	Contact details <sup>17</sup> (email, phone)	Websites
UNIVERSIDAD DE SEVILLA	E SEVILLA01	<p><b>Erasmus Office:</b></p> <p><b>Administrative contact:</b></p> <p><b>Tel: 34 954551756</b></p> <p><b>Mail address:</b>  <a href="mailto:KA171sevilla@us.es">KA171sevilla@us.es</a></p> <p><b>INSTITUTIONAL COORDINATOR:</b>            Carmen Vargas Macías</p> <p><a href="mailto:vinternacional@us.es">vinternacional@us.es</a></p>	<p><a href="http://www.us.es">www.us.es</a></p> <p><a href="http://www.us.es/vivir-la-us/centros-y-departamentos">www.us.es/vivir-la-us/centros-y-departamentos</a></p> <p><a href="http://www.us.es/estudiar/que-estudiar">www.us.es/estudiar/que-estudiar</a></p>
NARESUAN UNIVERSITY			

<sup>16</sup> 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.

<sup>17</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## 2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

### 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 educat ion [ISCED] <sup>18</sup> (optional)	Field of education - clarificati on (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
E SEVILLA01								
NARESUAN UNIVERSITY	E SEVILLA01			PhD	1	3		
							1	7
<b>Optional additional information</b>								
e.g. blended mobility, etc.								

<sup>18</sup> <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

### 3. 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<sup>19</sup> at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Subject area (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]
E SEVILLA01		Spanish			

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.

<sup>19</sup> 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>

#### 4. 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 organization or administration of their Erasmus+ mobility period. 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
Not mandatory (KA131)	The University of Seville will pay the grants to all participants, both incoming and outgoing, and will manage the total amount of organisational support, attending to the management needs raised by the partners at any time during the execution of the project, as long as there is budget available for it.

## 5. 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 Program 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:

### D. Calendar

Calendar:

E SEVILLA01

<https://www.us.es/calendario-academico>

### Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
E SEVILLA01	DEADLINE FOR APPLICATION: JUNE 30TH	DEADLINE FOR APPLICATION: NOVEMBER 30TH

The receiving institution will send its decision within [4] weeks and no later than 5 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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E SEVILLA01	Ka171sevilla@us.es	<a href="https://www.us.es/internacional/oficina-welcome/antes-de-llegar">https://www.us.es/internacional/oficina-welcome/antes-de-llegar</a>

## 6. 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<sup>20</sup>.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

<sup>20</sup> The Erasmus+ Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)



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 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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E SEVILLA01	<a href="mailto:sacualojamiento@us.es">sacualojamiento@us.es</a>	<a href="https://sacu.us.es/spp-servicios-alojamiento">https://sacu.us.es/spp-servicios-alojamiento</a>
Accommodation			
Visa	E SEVILLA01	<a href="mailto:sacueextranjeros@us.es">sacueextranjeros@us.es</a>	<a href="#">incoming assistance visas</a> <a href="https://sacu.us.es/extranjeria">https://sacu.us.es/extranjeria</a>
Visa			
Insurance		<a href="mailto:Ka171sevilla@us.es">Ka171sevilla@us.es</a>	<a href="#">European sanitary card</a> <a href="https://sacu.us.es/extranjeros-llegada">https://sacu.us.es/extranjeros-llegada</a>
Insurance			
Inclusion of participants with fewer opportunities	- Reduced mobility - Hearing impairments - Visual impairments	<a href="mailto:sacucapacidad@us.es">sacucapacidad@us.es</a>	<a href="https://sacu.us.es/ne-programas-movilidad">https://sacu.us.es/ne-programas-movilidad</a>
Inclusion of participants with fewer opportunities			
Others			

## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

E SEVILLA 01	<a href="http://www.us.es/downloads/acerca/normativa/normativa-examenes.pdf">http://www.us.es/downloads/acerca/normativa/normativa-examenes.pdf</a>
	Normativa reconocimientos y equivalencias

- 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 [4] 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.

## 8. 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<sup>21</sup>. 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
E SEVILLA01		<a href="http://servicio.us.es/academica/normativa-documentacion">http://servicio.us.es/academica/normativa-documentacion</a>

## 9. Any other information regarding the terms of the agreement (optional)

<sup>21</sup> The ECTS user's guide is available here: [https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\\_en](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en)

**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

<b>Institution</b> [Erasmus code or name and city]	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>22</sup></b>
E SEVILLA01	Carmen Vargas Macías Vicerrectora de Proyección Institucional e Internacionalización		
NARESUAN UNIVERSITY			

<sup>22</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.



## **CALL FOR APPLICATIONS FOR STUDENTS AND STAFF (TEACHING AND TRAINING) MOBILITY TO CARRY OUT STAYS AT THE UNIVERSIDAD DE SEVILLA (SPAIN) UNDER THE ERASMUS+ KA171 PROGRAM, PROJECT 2023.**

### **1. OBJETIVE**

The project with agreement number 2023-1-ES01-KA171-HED-000139518 has been approved within the framework of the Erasmus+ programme, Key Action 1: Educational mobility of people. This project provides funding for students and staff from partner universities included in the project to carry out a period of study, teaching, or training at the Universidad de Sevilla (hereinafter referred to as US) until July 30, 2026.

**Selected students** will receive financial support to pursue their studies for a **maximum period of 5 months**. They will be able to attend classes and use all the facilities offered by the US without additional expenses, excluding payment for services or fees that also apply to official US students. All approved study activities in the Learning Agreement, successfully completed, will be fully recognized at the home university.

Professors chosen to teach at the US will receive financial assistance, provided they teach for a minimum of 8 hours. In addition, individuals selected for the training program, whether they are **professors or administrative staff**, will receive financial support to participate in professional development programs. This may include attending training events, meetings, and engaging in knowledge exchange within their respective academic or work fields. Furthermore, they will have access to the facilities offered by the US without incurring any additional expenses. The duration of the stay, **including the day of arrival and departure**, may not exceed **7 days**. All successfully completed teaching and training activities will be fully recognized by their respective home universities.

For duly justified academic reasons and provided that there is available budget, the stay of students, teachers and administrative staff may be extended, with prior authorisation from the home university, within the 2023 Erasmus+ KA171 project execution period. In the case of students, the total duration including the extension may not exceed 12 months for each level of study.

The purpose of this call is to outline the selection process for filling the positions included in the interinstitutional agreement that each partner university must sign with the University of Seville prior to the start of any mobility.

### **2. FUNDING**

The mobility grant from the Erasmus+ Program is not intended to cover all expenses related to mobility, but rather to provide a contribution to help with additional costs incurred during the stay abroad.



The grant includes:

- European Union contribution (individual support). The amount is determined based on the destination country. In Spain, the monthly contribution for **students** is **850 euros per month**, and for students with fewer opportunities, there is an additional grant of 250 euros per month. The eligible period is 3 months for doctoral studies (90 days) and 5 months for undergraduate or master's studies (150 days). For the calculation of the amount of these grants, every month is considered to have 30 days. For **Teaching and Training staff** in Spain, the grant is **160 euros per day**. The eligible period is 5 days of stay + 2 days of travel (1 day for outbound travel and 1 day for return), so the maximum amount to be financed amounts to 1,120 euros. In exceptional cases duly justified, the stay of students and staff may be extended, with the corresponding financial allocation, provided they have the authorization of the partner university and there is available budget for it.
- Additional contribution to cover travel expenses (travel grant). This contribution is calculated based on the following distances established by the Erasmus+ Program:

Distance	Amount
From 10 to 99 km	23 Euros
From 100 to 499 km	180 Euros
From 500 to 1999 km	275 Euros
From 2000 to 2999 km	360 Euros
From 3000 to 3999 km	530 Euros
From 4000 to 7999 km	820 Euros
8000 km or more	1.500 Euros

The amount will be calculated taking into account the distance between the city of the participant's home university and Sevilla (US), through the following website:  
[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

- Support for Inclusion. This program provides additional assistance for participants who require higher levels of support due to a disability or specific circumstances that exceed the general provisions intended to cover any extra expenses during their abroad stay. To be eligible for this assistance, participants must have a legally recognized disability equal to or greater than 33% (or the equivalent in their country), or they must have duly accredited physical, mental, or health problems. The funding will cover 100% of the actual expenses directly related to their disability





or situation, including adapted transportation, companions, professional services, and other necessary expenses. To apply for this aid, participants must submit a separate request for processing.

### 3. REQUIREMENTS

Only students and staff who have been selected by the home university based on this call will be admitted by the US.

- For students: The student must be enrolled in at least the second year of their official undergraduate, master's or doctoral studies at the home university; This University must be associated with the US within the Erasmus+ KA171 project. In addition, the candidate must not have previously received an Erasmus mobility scholarship, which, when added to the requested period in this call, exceeds 12 months for each level of studies (undergraduate, master, or PhD).
- For Staff: To be employed by their home throughout the entire mobility period to be carried out at the US.

### 4. REQUEST PROCEDURE

Students and staff members who wish to apply for mobility assistance for one of the available places must submit the specified documents to the International Relations Office of their home university. It is important to note that the home university may require additional documents based on their internal regulations. Each partner university will also set a specific deadline for the submission of requests to ensure the selection of students and staff members is completed within the timeframe set by the US.

**Important:** Hand-filled documents will not be accepted.

- For students: Learning Agreement (Annex 1) and for staff: Teaching Mobility Agreement (Annex 2) or Training Mobility Agreement (Annex 3). Each Agreement must be signed by the applicant.
- Copy of passport.
- In the case of undergraduate and master's students, if applicable: Certificate of Spanish, corresponding to at least level B1 of the Common European Framework of Reference for Languages (CEFR) or its equivalent. The US will not require specific language accreditation from the candidate, but each partner university must ensure that the candidate has a sufficient level of Spanish for academic success during the mobility.
- In the case of doctoral students: a brief report (maximum of 4 pages) with a proposed



work to be carried out during their stay at the US.

- In the case of students with fewer opportunities (disability, educational difficulties, economic obstacles, cultural differences, health problems, social obstacles, geographical obstacles), it will be mandatory for the home university to provide a certificate with information that allows to certify this fact to the national Erasmus+ agency.
- For participants (students and staff) applying for additional support for inclusion: an official medical certificate that certifies the recognized degree of disability or the physical, mental, or health problems they suffer from.

## **5. SELECTION CRITERIA**

The selection process at the home university will ensure transparency and equal opportunities for all applicants. Each partner university will develop their own specific selection criteria, which will be published on their website. However, the following selection criteria are mandatory for assessing applications:

- a) An evaluation of the applicant's academic or research proposal will be conducted, as an exclusion criterion, to determine its suitability to the profile of the position outlined in the Interinstitutional Agreement.
- b) For student applicants, the average grade of their studies completed in the previous academic year will be taken into consideration.
- c) In the case of undergraduate or master's students, if applicable, they must have an accredited Spanish language level of at least B1 according to the Common European Framework of Reference for Languages (CEFR) or its equivalent.
- d) Priority will be given to training staff positions held by professors who actively promote new academic and research projects.
- e) Applicants who have not previously received Erasmus grants will be given priority.
- f) Participants who can demonstrate disabilities or physical, mental, or health problems and are eligible for support grants will be given priority.

## **6. SELECTION PROCEDURE AND TIMETABLE**

The partner universities, once they have examined all the applicants' documentation, will proceed with the assessment and selection process of the participants to allocate the places specified in the signed Interinstitutional Agreement, within the framework of KA171 project mentioned in point 1. It is recommended to include a reserve list of candidates, including a priority order, to use in case of withdrawals from the selected participants.

The partner universities, once they have selected the participants, will have to send the



following documentation to the email address [ka171sevilla@us.es](mailto:ka171sevilla@us.es) , from the University of Seville, **before June 15, 2024:**

- a) Selection Minutes, signed and stamped, following the template provided by the University of Seville.
- b) Call for Applications disseminated by the partner university, with date, signature, stamp, and a web link or document confirming the publicity of the call.
- c) Copies of the documents submitted by the selected participants indicated in point 4. The Learning Agreement and Mobility Agreement must also be signed by the partner university.

## **7. REGISTRATION PROCEDURE AT THE US**

Once all the required documentation has been received by the US, the allocation of mobility positions will commence. Detailed instructions will then be sent to the selected participants regarding the processing of the grant. In the case of students, they will also receive instructions for enrolling in courses or conducting research work.

Upon arrival in the US, participants should report to the International Center's Welcome Office. This office will provide them with all the necessary information for their registration at the US.

At the conclusion of the mobility program, the Welcome Office of the International Center will issue a certificate of stay to the participants. Additionally, undergraduate and master's students will receive as soon as possible an Official Academic Certification (Transcript of Records), while doctoral students will receive Reports on their research work.

## **8. PAYMENT OF THE GRANT**

The US will make prompt payments to selected students through a bank transfer to a bank account opened in Spain, following the guidelines below:

- **Initial payment:** 70% of the individual support and 100% of the travel grant will be disbursed as soon as possible after registration of the arrival date in the US.
- **Second payment:** The remaining 30% of the individual support (or a proportional part if the student has not completed the entire period of stay) will be paid after the submission of the participant's report through the EUSurvey platform.

In addition, the US will make the entire grant payment to selected staff members upon their registration at the International Center. They will receive a bank check, which they can



conveniently cash at any Banco Santander branch of their choice.

## **9. OBLIGATIONS OF THE BENEFICIARIES**

Students and staff who have been accepted by the University of Seville (US) to participate in the KA171 project must fulfil the following obligations:

- If applicable, apply for the necessary visa in their home country. The US will provide an invitation letter to the selected applicants from partner universities in accordance with the instructions sent to them after their admission.
- Make arrangements for travel management and cover the costs. In the case of students, they must also bring enough money to cover their expenses in Seville for the first month until they receive their first payment.
- Subscribe and pay for an insurance policy that covers accidents, serious illness, civil liability, and repatriation during their stay.
- Arrange for their own accommodation. The US, through the University Community Assistance Service (SACU), will provide information, guidance, and support to selected applicants in their search for accommodation.
- Attend classes or carry out the designated research work outlined in the Learning Agreement for students. Additionally, students must inform the Office of International Relations at their home university and the International Center at the US if they need to leave earlier than planned.
- For staff, if participating in teaching mobility, they must teach a minimum of 8 teaching hours. For training mobility, they must complete the activities program outlined in their Mobility Agreement.
- Students must stay at the US for a minimum of 3 months (90 days) to be considered Erasmus+ students. Failure to do so will result in the student being required to repay all received financial support (individual support and travel grant), unless a valid force majeure situation is provided.
- Submit the participant report through the EUSurvey platform within 15 calendar days of receiving the link. Students will receive the link via email 30 days before the end of their stay, and completing the report is a requirement to receive the second payment of support.

## **10. DISSEMINATION**

All Partner Universities will announce their call through their own websites and social media, and they will also communicate the news through local and regional media in order to give it the widest possible dissemination among society.

(INSERT UNIVERSITY LOGO)



Co-funded by the  
Erasmus+ Programme  
of the European Union

Place and date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signatory Name: \_\_\_\_\_

Position: \_\_\_\_\_

Seal: \_\_\_\_\_

(INSERT UNIVERSITY LOGO)



Co-funded by the  
Erasmus+ Programme  
of the European Union

## SELECTION MINUTES

The University \_\_\_\_\_ has selected the below listed participants to apply for the mobility places available through the Interinstitutional Agreement signed with the above-mentioned institution, within the framework of the Project KA171 with agreement number 2023-1-ES01-KA171-HED-000139518 coordinated by Universidad de Sevilla.

### Scholarship holder/s:

Name and surname	Modality: Studies/Teaching/ Training	Passport number	Email

### Replacement Scholarship Holder/s:

Name and surname	Modality: Studies/Teaching/ Training	Passport number	Email

This selection has been carried out following the criteria established in the enclosed call.

Date:

Signature:

Name:

Position:

Stamp:

# Erasmus+ Learning Agreement

## Student Mobility for Studies

### International Mobility

#### General information

Student	Last name(s)	First name(s)	Date of birth	Nationality*	Gender [Male/Female/Undefined]
	ESI*, if applicable		Study cycle*	Field of education* (ISCED)	Field of education (clarification)
Sending Institution	Name	Faculty/Department	Erasmus code*/ City	Country	Administrative contact person name*; email; phone
Receiving Institution	Name	Faculty/Department	Erasmus code*/ City	Country	Administrative contact person name*; email; phone
The level of language competence* in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

#### Mobility type and duration

<b>Mobility type (select one)</b>	<b>Estimated duration (to be confirmed by the Receiving Institution)</b>
<ul style="list-style-type: none"> <li>Semester(s)* <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/></li> <li>Blended mobility with short-term physical mobility* <input type="checkbox"/></li> <li>Short-term doctoral mobility* <input type="checkbox"/> / Virtual component <i>(only if applicable)</i> <input type="checkbox"/></li> </ul>	Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] .....</li> <li>to [day (optional)/month/year] .....</li> </ul>
In case the mobility combines studies and traineeship, this template should be used and adjusted to fit both activity types.	

#### Before the mobility

Table A Study Programme at the Receiving Institution (physical component of the mobility)			
Component code* (if any)	Component title (as indicated in the course catalogue*) or description of the study programme at the Receiving Institution	Semester, if applicable [e.g. autumn/spring; term]	Number of ECTS credits* (or equivalent) to be awarded by the Receiving Institution upon successful completion
			Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <i>(web link to the relevant information)</i>			



Table B If applicable, description of the virtual component at Receiving Institution			
Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component*	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
			Total: ...

Table C Recognition at the Sending Institution (physical and virtual components, if applicable)				
Component code (if any)	Component title (as indicated in the course catalogue) or description of the study programme at the Sending Institution	Semester, if applicable [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition*
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
			Total: ...	
Provisions applying if the student does not complete successfully some educational components*: <i>[web link to the relevant information]</i>				

## Commitment of the three parties

<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in third countries not associated to the Programme). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
<b>Commitment</b>	<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
Student			<i>Student</i>		
Responsible person at the Sending Institution*					
Responsible person at the Receiving Institution*					

## During the mobility

<b>Table A2</b> <b>Exceptional changes to Table A</b> (to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)					
Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for changing a component	Number of ECTS credits (or equivalent)
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

<b>Table B2</b> <b>Exceptional changes to Table B (if applicable)</b> (to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)					
Component code (if any)	Component title and/or description of the Study programme at the Receiving Institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for changing a component	Number of ECTS credits to be awarded
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

<b>Table C2</b> <b>Exceptional changes to Table C (if applicable)</b> (to be approved by the student and the responsible person in the Sending Institution)						
Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for changing a component	Number of ECTS credits (or equivalent)	Automatic recognition
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

## After the mobility

<b>Table D</b> <b>Transcript of Records at the Receiving Institution ( physical and virtual components, if applicable)</b> Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
Component code (if any)	Component title (as indicated in the course catalogue) or description of the study programme at the Receiving Institution	Was the component successfully completed by the student?	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Total: ...	

Table E Transcript of Records and Recognition at the Sending Institution ( physical and virtual components, if applicable)			
Component code (if any)	Component title (as indicated in the course catalogue) catalogue) or description of the study programme at the Sending Institution	Number of ECTS credits (or equivalent) recognised	Grades received at the Receiving Institution
		Total: ...	

## Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
The European Student Identifier (ESI)	A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the <a href="#">Erasmus Without Paper Competence Centre</a> .
Study cycle	Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
Field of education	The <a href="#">ISCED-F 2013 search tool</a> available at <a href="http://ec.europa.eu/education/international-standard-classification-of-education-isced_en">http://ec.europa.eu/education/international-standard-classification-of-education-isced_en</a> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
Erasmus code	A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
Administrative Contact person	A person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
Mobility type: Semester(s)	A study period abroad lasting at least one academic term/trimester or 2 months to 12 months (long-term mobility)
Blended mobility	Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	An indication of whether the virtual component is an online course(s), embedded in a course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution along with component title(s) or short description of the online activity.
Blended mobility with short term physical mobility	If a long-term physical mobility is not suitable, the student may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component to facilitate an online learning exchange and/or teamwork.
Short-term doctoral mobility	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.

<b>ECTS credits (or equivalent)</b>	In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
<b>Automatic recognition</b>	All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the "Yes" check box. If the "No" check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students' <u>diploma supplement</u> or <u>Europass</u> Mobility Document.
<b>Educational component</b>	A self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
<b>Level of language competence</b>	A description of the European Language Levels (CEFR) is available at: <a href="https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a>
<b>Course catalogue</b>	Detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
<b>Responsible person at the Sending Institution</b>	An academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
<b>Responsible person at the Receiving Institution</b>	The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
<b>Reason for changing a component</b>	<ol style="list-style-type: none"> <li>1. Previously selected educational component is not available at the Receiving Institution</li> <li>2. Component is in a different language than previously specified in the course catalogue</li> <li>3. Timetable conflict</li> <li>4. Substituting a deleted component</li> <li>5. Extending the mobility period</li> <li>6. Adding a virtual component</li> <li>7. Other (please specify)</li> </ol>

# Erasmus+ Mobility Agreement

## Staff Mobility For Teaching<sup>1</sup>

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration of physical mobility (days) – excluding travel days: .....

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

### The teaching staff member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F/Undefined]		Academic year	20../20..
E-mail			

### The Sending Institution/Enterprise<sup>4</sup>

Name			
Erasmus code <sup>5</sup> (if applicable)		Faculty/Department	
Address		Country/ Country code <sup>6</sup>	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise:		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

### The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>7</sup>: .....

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme:  
.....

Number of teaching hours: .....

Language of instruction: .....

**Overall objectives of the mobility:**

**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**

**Content of the teaching programme (including the virtual component, if applicable):**

**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>8</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

**Higher Education:  
Erasmus+  
Mobility Agreement form  
Participant's name**

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

**The teaching staff member**

Name:

Signature:

Date:

**The sending institution/enterprise**

Name of the responsible person:

Signature:

Date:

**The receiving institution**

Name of the responsible person:

Signature:

Date:

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between HEIs, this agreement must be always signed by the staff member, the sending and the receiving HEI (three signatures in total).
- In the case of outgoing mobility of invited staff from enterprises to teach in a HEI, this agreement must be signed by the participant, the beneficiary HEI; the HEI receiving the staff member and the enterprise they belong to (four signatures in total). An additional space should be added for signature of the beneficiary HEI organising the mobility.
- In the case of incoming mobility of invited staff from enterprises to teach in a HEI, it will be sufficient with the signature of the staff member, the beneficiary HEI and the sending organisation (three signatures in total).

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> Any **enterprise** or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth.

<sup>5</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

<sup>6</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>7</sup> The **ISCED-F 2013 search tool** (available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)) should be used to find the ISCED 2013 detailed field of education and training.

<sup>8</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the beneficiary institution. Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.



# Erasmus+ Mobility Agreement

## Staff Mobility For Training<sup>1</sup>

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration of physical mobility (days) – excluding travel days: .....

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

### The Staff Member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F/Undefined]		Academic year	20../20..
E-mail			

### The Sending Institution

Name		Faculty/Department	
Erasmus code <sup>4</sup> (if applicable)			
Address		Country/ Country code <sup>5</sup>	
Contact person name and position		Contact person e-mail / phone	

### The Receiving Institution / Enterprise<sup>6</sup>

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise:		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

For guidelines, please look at the end notes on page 3.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Language of training: .....

<b>Overall objectives of the mobility:</b>
<b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b>
<b>Activities to be carried out (including the virtual component, if applicable):</b>
<b>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</b>

### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>7</sup> this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

**The staff member**

Name:

Signature:

Date:

**The sending institution**

Name of the responsible person:

Signature:

Date:

**The receiving institution/enterprise**

Name of the responsible person:

Signature:

Date:

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.
- In the case of mobility between HEIs, this agreement must be always signed by the staff member, the sending and the receiving HEI (three signatures in total).
- In the case of incoming mobility of Higher education staff to an enterprise, this agreement must be signed by the participant, the beneficiary HEI, the sending HEI and the enterprise receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary HEI organising the mobility.

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> **Erasmus code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

<sup>5</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>6</sup> All references to "**enterprise**" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects.

<sup>7</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with third countries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.