**ANNEX B TO THE ERASMUS+ INTER-INSTITIONAL AGREEMENT: INSTITUTIONAL FACTSHEET-**

**X UNIVERSITY**

1. **Institutional Information**
   1. **Institutional details**

|  |  |
| --- | --- |
| **Name of the institution** |  |
| Erasmus Code |  |
| Institution website |  |
| Online course catalogue |  |

* 1. **Main contacts**

|  |  |
| --- | --- |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |

|  |  |
| --- | --- |
| **Contact person** |  |
| **Responsibility** |  |
| **Contact details** |  |

**C. Recommended language skills according to the Common European Framework of Reference for Languages (CEFR)[[1]](#footnote-1)**

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
|  |  |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue *[link provided at the top].*

**D. Additional Requirements**

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
|  |  |  |

*[\* to be adapted in case of a trimester system]*

*2.* X University will send its decision within 4 weeks after the end of the application deadline, provided that documents are complete.

3. A Transcript of Records will be issued by X University no later than 5 weeks after the assessment period has finished.

4. Termination of the agreement

A unilateral decision to discontinue the exchanges notified to the other party by 1 November 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.

**F. Information**

**1. Grading system**

**2. Visa**

X University 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]** | **Contact details**  **(email, phone)** | **Website for information** |
|  |  |  |

**3. Insurance**

X University will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

X University 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]** | **Contact details**  **(email, phone)** | **Website for information** |
|  |  |  |

**4. Housing**

X University 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]** | **Contact details**  **(email, phone)** | **Website for information** |
|  |  |  |

**Any changes to this Annex will be announced at the website:**

Date

………………………….

1. [*http://europass.cedefop.europa.eu/en/resources/european- language-levels-cefr*](http://europass.cedefop.europa.eu/en/resources/european-%20language-levels-cefr). [↑](#footnote-ref-1)