



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-Institutional¹ agreement 2018-2020 between Institutions from Programme and Partner Countries²

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
Paris Lodron Universität Salzburg (University of Salzburg) PIC: 999868047	A SALZBUR01	Institutional Coordinator: International Office Sigmund Haffner Gasse 18 5020 Salzburg Austria International Coordinator: Maddalena COMINCINI Tel.: +43 662 8044-2041 maddalenaelisabeth.comincini@sbg.ac.at Departmental Coordinator: Dept. of Art History, Musicology and Dance Studies Nils Grosch	www.uni-salzburg.at Course Catalogue: https://online.uni-salzburg.at/plus_online/webnav.html Information for Incoming students: http://www.uni-salzburg.at/index.php?id=45349&L=1 (English) http://www.uni-salzburg.at/index.php?id=45349&L=0 (Deutsch)

¹ Inter-institutional agreements can be signed by two or more higher education institutions

² Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		nls.grosch@sbg.ac.at	
UNIVERSIDAD NACIONAL DE COLOMBIA	COLOMBIA, BOGOTA	Dr. Melba Libla Cárdenas Beltrán Head of the National Office of External Affairs Carrera 45 No. 26-85 - Edificio Uriel Gutiérrez Bogotá D.C., Colombia Tel: +57-1 3165000 Ext. 18291 E-mail: dirorj@unal.edu.co	http://unal.edu.co/

B. Mobility numbers⁴

The partner commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	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*]
A SALZBUR01	Universidad Nacional de Colombia	0288	Arts and Humanities	1 st , 2 nd , 3 rd	1 student (3 months)
Universidad Nacional de Colombia	A SALZBUR01	0288	Arts and Humanities	1 st , 2 nd , 3 rd	1 student (5 months)

[*Optional: subject area 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.]

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code + [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				<i>[total number of days of teaching periods or average duration*]</i>	
A SALZBUR01	Universidad Nacional de Colombia	0288	Arts and Humanities	1 staff (10 days of activity + 2 days for travel)	-
Universidad Nacional de Colombia	A SALZBUR01	0288	Arts and Humanities	1 staff (10 days of activity + 2 days for travel)	-

C. Recommended language skills

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

Receiving institution	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies	Staff Mobility for Teaching
A SALZBUR01		German	English	B2	B2
Universidad Nacional de Colombia		Spanish	English	Spanish – B1 English – B2	Spanish – B2 English – B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

A SALZBUR01: No language certificate required.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

⁵For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.

- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

A SALZBUR01: <http://uni-salzburg.at/index.php?id=23802&MP=23802-45350>.

Universidad Nacional de Colombia

Incoming Mobility: <http://www.dre.unal.edu.co/es/movilidad/incoming.html>

Disabilities:

A SALZBUR01: The University of Salzburg welcomes students with disabilities. More Information: <http://www.uni-salzburg.at/index.php?id=105&MP=105-45424>

Universidad Nacional de Colombia

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
A SALZBUR01	June 30th	November 30th
Universidad Nacional de Colombia	30 th October	30 th April

2. A SALZBUR01 will send its decision within 4 weeks after the application deadline.

Universidad Nacional de Colombia

3. A SALZBUR01: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished and provided through the Intranet platform PLUSonline. Each student can print out the transcript of records personally.

Universidad Nacional de Colombia

4. Termination of the agreement: This Agreement will be effective when the representatives of both institutions affix their signatures to it. It shall stay in effect for the time period stated above. It may be subject to revision or modification from time to time by mutual agreement including the attachment of additional schedules as they are developed. Either party reserves the right to terminate this Agreement upon twelve months' written notice to the other party. In this case, the program(s) or the activity(ies) already approved by both parties shall be allowed to be completed under the conditions of this agreement. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

A SALZBUR01:

Austrian grading scheme	Definition
1	EXCELLENT: Outstanding performance
2	GOOD: Generally good, but with some errors
3	SATISFACTORY: Generally sound work with a number of substantial errors
4	SUFFICIENT: Performance meets the minimum criteria
successfully completed	Positive performance, where a strict differentiation is not adequate
5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work
not completed	Negative performance, where a strict differentiation is not adequate

Universidad Nacional de Colombia

Grading system at UNAL: The scale of grades in Colombia is from zero (0.0) to five point zero (5.0), being zero the worst grade and five the best grade. The minimum grade required to pass is three point zero (3.0). Additionally, in the transcript you can find the following abbreviations:

AP = Approved, **NA** = Not Approved, and **PD** = Pending of Approval.

For Universidad Nacional de Colombia the *credit* is the measuring unit of the time a student requires for the satisfactory accomplishment of each subject's training purposes and it is equivalent to 48 work hours, including house work, of the student in one academic period.

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]	Contact details (email, phone)	Website for information
A SALZBUR01	erasmus-incoming@sbq.ac.at Tel: +43-662-8044-2041	https://www.oead.at/index.php?id=78&L=1

Universidad Nacional de Colombia	Dr. Melba Libia Cárdenas Beltrán Head of the National Office of External Affairs Carrera 45 No. 26-85 - Edificio Uriel Gutiérrez Bogotá D.C., Colombia Tel: +57-1 3165000 Ext. 18291 E-mail: dlrori@unal.edu.co	http://www.dre.unal.edu.co/es/movilidad/Incoming.htm
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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]	Contact details (email, phone)	Website for information
A SALZBUR01	erasmus-incoming@sbg.ac.at Tel: +43-662-8044-2041	https://www.oead.at/welcome-to-austria/legal-practice-issues/insurance/EN/?type=%25270 http://www.uni-salzburg.at/index.php?id=23802&L=1&MP=23802-45350;
Universidad Nacional de Colombia	Dr. Melba Libia Cárdenas Beltrán Head of the National Office of External Affairs Carrera 45 No. 26-85 - Edificio Uriel Gutiérrez Bogotá D.C., Colombia Tel: +57-1 3165000 Ext. 18291 E-mail: dlrori@unal.edu.co	http://www.dre.unal.edu.co/es/movilidad/Incoming.htm



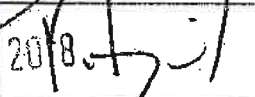
4. Housing

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]	Contact details (email, phone)	Website for information
A SALZBUR01	erasmus- incoming@sbg.ac.at Tel: +43-662- 8044-2044	http://www.uni-salzburg.at/index.php?id=23788&MP=23788-45355 http://www.housing.oead.at/index_e.asp
Universidad Nacional de Colombia	Dr. Melba Libia Cárdenas Beltrán Head of the National Office of External Affairs Carrera 45 No. 26- 85 – Edificio Uriel Gutiérrez Bogotá D.C., Colombia Tel: +57-1 3165000 Ext: 18291 E-mail: dlrori@unal.edu.co	http://www.dre.unal.edu.co/es/movilidad/incoming.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
A SALZBUR01	Ao. Univ-Prof. Dr. Sylvia Hahn Vice-Rector International Relations and Communication	05. NOV. 2018	p.p. Peter Mayr, Director International Office 
Universidad Nacional de Colombia	 Dr. Pablo Enrique Abril Contreras – Rector (Interim)	10 OCT 2018	

⁶Scanned signatures are accepted