



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

Inter-institutional¹ agreement 2016-2018²
between institutions from
Programme and Partner Countries³

Background

- A) The institutions named below are collaborative partners in a student exchange programme. The terms of the exchange programme are set out in a Memorandum of Agreement between the institutions on or around the date hereof.
- B) For the academic years 2016-2017 and 2017-2018 the University of Edinburgh has been awarded funding from the Erasmus+ programme which can be used for the student and staff exchange collaboration between the University of Edinburgh and University of Delhi. One of the terms of the award of funding is that the institutions enter into this Inter-Institutional Agreement.

Agreement

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+.

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 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.

A handwritten signature in black ink, appearing to be "L. Smith", written over a horizontal line.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
University of Delhi / India	Delhi	dean_ir@du.ac.in +91 (0)11- 27667771	http://du.ac.in/du/index.php?page=syllabi
University of Edinburgh / UK	Edinburgh	Mr Thomas Ozers erasmus+icm@ed.ac.uk + 44 (0)131 651 5085	http://www.ed.ac.uk/study-abroad/course/degrees

B. Mobility numbers⁶ per academic year

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city 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 Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
Edinburgh	Delhi				5 (2016/17)	
					4 (2017-18)	

[*Optional: subject area code & name and study cycle are optional.]

⁴ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

⁶ 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>)



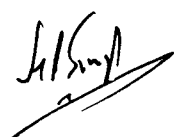
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training * [total number of days of teaching periods or average duration *]	
Edinburgh	Delhi			2 (2016-17)	2 (2016-17)
				2 (2017-18)	4 (2017-18)
Delhi	Edinburgh			2 (2016-17)	1(2016-17)
				2 (2017-18)	4 (2017-18)

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 [Erasmus code or city]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁷ Student Mobility for Studies [Minimum recommended level: B1] Staff Mobility for Teaching [Minimum recommended level: B2]	
Edinburgh		English		- IELTS (Academic module) overall 6.5 with 5.5 in each component - TOEFL iBT 92 or above with 20 in each section	
Delhi		English		English Language Proficiency certificate or TOEFL score (minimum 70)	

⁷ For 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>



				or IELTS score (minimum 6)	
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For more details on the language of instruction recommendations, see the course catalogue of each institution.

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

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

1. Grant amounts

- Travel grant: All participants will receive a travel grant of 820 euros.
- Subsistence grant:

Outgoing students (Edinburgh to Delhi) will receive 650 euros per month.

Incoming students (Delhi to Edinburgh) will receive 850 euros per month.

Incoming and outgoing staff members will receive an allowance of 160 euros per day.

2. Organisational support

The University of Edinburgh is responsible for the administration of the funding including making payments to incoming and outgoing students and staff taking part in the programme.

3. Payment Timeline

The completion and submission of the relevant documentation shall be considered as the participant's request for payment of the grants. It is the participant's responsibility to submit the various agreements in a timely manner and to ensure the documents are fully completed and duly signed by all relevant parties

4. Process of disbursement

Students



Three payments shall be made to the participant:

- A travel support payment shall be made to the participant no later than 30 calendar days after the signature of a grant contract by both parties, provided the sending institution has received a duly completed risk assessment and learning agreement.
- A pre-financing payment representing 70% of the subsistence grant shall be made to the participant no later than 30 calendar days after the sending institution has received the confirmation of arrival at the host institution. In case the participant did not provide the supporting documents according to the sending institution's timeline, a later pre-financing payment can be arranged at the discretion of the sending institution.
- The submission of the certificate of departure and the completion of the online EU survey shall be considered as the participant's request for payment of the outstanding balance (also referred to as second allocation). The sending institution shall have 30 calendar days to pay the remaining amount, or issue a recovery order in case a reimbursement is due.

Staff

Two payments shall be made to the participant:

- The travel grant will be paid before the start of the mobility upon submission of a fully signed mobility agreement and grant agreement.
- The submission of the online EU survey and certificate of attendance shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining amount within 45 calendar days of the submission of the online EU survey and certificate of attendance, or issue a recovery order in case a reimbursement is due.

5. Provisions for disabled students/staff

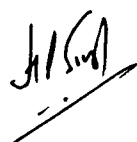
Both sending and receiving institutions will make such reasonable adjustments as may be required in their provisions, criteria or practices, the physical features of their premises and auxiliary aids available to avoid any disabled student participating in the Programme being put at a substantial disadvantage in comparison to other students participating on the Programme who are not disabled.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
Delhi		

2. The receiving institution will send its decision within 6 weeks.
3. 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.
4. Termination of the agreement



This agreement is valid for the academic years 2016-2017 and 2017-18.

This agreement may be terminated:

- on either party giving the other party 6 months' prior written notice; or
- on written notice by one of the Parties if the other Party has committed a breach of this agreement and if the breach is capable of remedy, that breach is not remedied within 30 days of receipt of notice from the non-defaulting Party notifying the breach and requiring its remedy; or
- on written notice by one of the Parties if the other Party has committed a material breach of this agreement and such breach is not capable of remedy

If this agreement is terminated or expires then each Party undertakes to put in place arrangements to ensure that each student at that time participating in the Programme is able to complete and be assessed for participating in the Programme and the provisions of this agreement will continue in force to the extent necessary to give effect to that undertaking.

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

University of Edinburgh Credit Requirements:

http://www.ed.ac.uk/files/atoms/files/international_exchange_credit_loads.pdf

University of Delhi Credit System:

<http://www.du.ac.in/du/index.php?page=cbs-syllabus>

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 (email, phone)	Website for information
Edinburgh	visahelp@ed.ac.uk +44 (0) 131 651 5295	http://www.ed.ac.uk/international-office/immigration/applying-for-visa
Delhi	dean_ir@du.ac.in	http://fsr.du.ac.in/



	+91 (0)11- 27667771	
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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 or city]	Contact details (email, phone)	Website for information
Edinburgh	isas@ed.ac.uk +44 (0) 131 651 5294	http://www.ed.ac.uk/international-office/student-advisory-service
Delhi	dean_ir@du.ac.in +91 (0)11- 27667771	http://fsr.du.ac.in/pdf/GuidelinesforAdmission.pdf


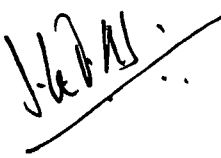
4. Housing

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 (email, phone)	Website for information
Edinburgh	accom.allocations@ed.ac.uk +44 (0)131 651 2042	http://www.ed.ac.uk/study-abroad/help-for-you/accommodation
Delhi	dean_ir@du.ac.in +91 (0)11- 27667771	http://ir.du.ac.in/Student%20Exchange.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
Edinburgh	Professor James Smith, Vice-Principal International	20/6/17	
Delhi	Professor Tarun Kumar Das, Registrar	19 th May, 2017	

प्रो० तरुण कुमार दास
Prof. Tarun Kumar Das
कुलपति/Registrar
दिल्ली विश्वविद्यालय/University of Delhi
दिल्ली-110007/Delhi-110007

⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

To be completed by Host Institution's Erasmus Coordinator

STAFF MOBILITY FOR TEACHING/TRAINING

Certificate of Attendance

(On training undertaken in the framework of Erasmus+)

Academic year 2017/18

Host institution:University of Delhi.....

Erasmus Code:To be Completed..... (f.e. F
PARIS008)

Country:India.....

Mobility type :

Staff mobility for training

We hereby confirm that

.....Russell Bartlett..... ,
(Name of Participant)from the University of Edinburgh (UK EDINBUR01) has undertaken a total of8..... hours
of training in the framework of Erasmus+ staff mobilitybetween23/04/2018..... and27/04/2018..... for a total of5..... days.
(dd/mm/yyyy) (dd/mm/yyyy)We confirm that a minimum of 8 hours per week have been completed as part of the training
programme. The training programme has been completed as previously agreed.

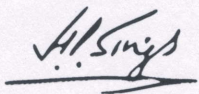
Place: University of Delhi

Date: 9 May 2018

Name and position of the authorised person at the host institution:

....Professor H.P. Singh, Dean International Relations, University of Delhi.....

Signature:



Stamp of the institution:

DEAN
INTERNATIONAL RELATIONS
(Sciences & Technology)
University of Delhi
DELHI-110007

Please return the completed certificate to:

Eilidh MacDonald, Edinburgh Global, University of Edinburgh,
33 Buccleuch Place, Edinburgh EH8 9JS, UK
Email : erasmus+icm@ed.ac.uk