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**Erasmus+ Programme**

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

**Inter-institutional agreement 2014-20  
between institutions from  
programme countries**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the 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. **Information about the higher education institutions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name of the institution / country** | **Erasmus code or city** | **Name of the contact person** | **Contact details**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| Cardiff Metropolitan University | UK CARDIFF 05 | **Rowena Walters**  Erasmus Officer | erasmus@cardiffmet.ac.uk | http://www.cardiffmet.ac.uk/Pages/home.aspx |
|  |  |  |  |  |

**B. Mobility numbers per academic year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **Erasmus code sending institution** | **TO**  **Erasmus code receiving institution** | ***Subject***  ***area code \** [ISCED 2013]** | ***Subject area name \**** | ***Study cycle* [short cycle, *1st or 2nd  \**** | **Number of student mobility periods** | |
| Student Mobility for Studies | *Student Mobility for Traineeships\** |
| UK CARDIFF 05 |  |  |  | All | 2 | 2 |
|  | UK CARDIFF 05 |  |  | All | 2 | 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FROM**  **Erasmus code sending institution** | **TO**  **Erasmus code receiving institution** | ***Subject area code \** [ISCED 2013]** | ***Subject area name \**** | **Number of staff mobility periods** | |
| Staff Mobility for Teaching | *Staff Mobility for Training \** |
| UK CARDIFF 05 |  |  |  | 8 hours | 2 days |
|  | UK CARDIFF 05 |  |  | 8 hours | 2 days |

**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** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level** | |
| Student Mobility for Studies | Staff Mobility for Teaching |
| UK CARDIFF 05 |  | English |  | B2 | B2 |
|  |  |  |  |  |  |

**F. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Autumn term\***  **Term 1** | **Spring term\***  **Term 2** |
| UK CARDIFF 05 | May | October |
|  |  |  |

2. A Transcript of Records will be issued by Cardiff Met no later than 5 weeks after the assessment period has finished at the receiving HEI.

**G. Information**

1. Visa

Information and assistance can be provided by the following contact points and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code or city]** | **Contact details ( (e-mail, phone)** | **Website for information** |
| UK CARDIFF 05 | **Teresa Kedward**  tkedward@cardiffmet.ac.uk | http://www.cardiffmet.ac.uk/international/Pages/default.aspx |
|  |  |  |

1. Insurance

Cardiff Met will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code or city]** | **Contact details (e-mail, phone)** | **Website for information** |
| UK CARDIFF 05 | erasmus@cardiffmet.ac.uk | http://www.cardiffmet.ac.uk/international/erasmus/keyaction1/Pages/default.aspx |
|  |  |  |

1. Accommodation

Information and assistance can be provided by the following persons and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  Erasmus code** | **Contact details (e-mail, phone)** | **Website for information** |
| UK CARDIFF 05 | accomm@cardiffmet.ac.uk | http://www.cardiffmet.ac.uk/accommodation/Pages/default.aspx |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution  code or name** | **Name, function** | **Date** | **Signature** |
| **UK CARDIFF 05**  Cardiff Metropolitan University | Professor Mohamed Loutfi  Pro Vice Chancellor International |  |  |
|  |  |  |  |