



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme

Information on Digital Inter-Institutional Agreements

The institutions 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 related to the organisation and management of the mobility, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Information about the higher education institutions**

Interinstitutional Agreement Partners					
Partner HEI 1	Name of the institution (and department, where relevant)		SCHAC code	Erasmus code	
	UNIVERSIDAD DE NAVARRA		unav.edu	E PAMPLON01	
	Partner Contact Details				
	#	Full Name	Email		Phone
	1	Cassidy, Anne	annecassidy@unav.es		
Partner HEI 2	Name of the institution (and department, where relevant)		SCHAC code	Erasmus code	
	HEINRICH-HEINE-UNIVERSITAET DUESSELDORF		uni-duesseldorf.de	D DUSSELD01	
	Partner Contact Details				
	#	Full Name	Email		Phone
	1	Quetsch, Guido	quetsch@phil-fak.uni-duesseldorf.de		

Approvals Table			
SCHAC code	Name	Email	Date
unav.edu		programaerasmus@unav.es	2023-07-10T11:36:31Z
uni-duesseldorf.de	Porst Anne	anne.porst@hhu.de	2023-07-17



Partner 1 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	01/04
Spring term [day/month]	15/09
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	01/05
Spring term [day/month]	15/10

The institution will send its decision within 5 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
exchangeunav@unav.es	+34948425600	https://www.unav.edu/estudiantes/programas-de-intercambio/incoming

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website

Inclusion and accessibility Information			
The institution will provide support to incoming mobile participants with special needs, 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:			
Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Infraestructure	Not present		https://www.unav.edu/web/tantaka/unidad-de-atencion-a-personas-con-discapacidad



Available support services for people with:	Description of infrastructure	Contact details	Website for information
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Housing Information

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
alojamiento@unav.es	+34948425600	https://www.unav.edu/estudiantes/programas-de-intercambio/incoming#applying

Visa Information

The institution 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:

Contact email	Contact phone	Websites for information
exchangeunav@unav.es	+34948425600	https://en.unav.edu/students/procedimientos-de-inmigracion

Insurance Information

The institution 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:

Contact email	Contact phone	Websites for information
exchangeunav@unav.es	+34948425600	https://en.unav.edu/students/recursos#span

Additional Information

Information on	Contact email	Contact phone	Website for information
Other useful information	exchangeunav@unav.es	+34948425600	https://www.unav.edu/estudiantes/programas-de-intercambio/incoming

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



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[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]



Partner 2 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	03/15
Spring term [day/month]	11/15
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	04/05
Spring term [day/month]	12/05

The institution will send its decision within 4 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
exchange-students@hhu.de	00492118110726	https://www.hhu.de/en/international/prospective-students/stay-without-graduation-at-the-hhu-erasmus-free-mover-foreign-language-assistant-pad-visiting-doctoral-students-scholarship-holders

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website
Monika Lent-Öztürk	Incoming Students Advisor	https://www.hhu.de/en/international/prospective-students/stay-without-graduation-at-the-hhu-erasmus-free-mover-foreign-language-assistant-pad-visiting-doctoral-students-scholarship-holders

Inclusion and accessibility Information
The institution will provide support to incoming mobile participants with special needs, 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:



Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Available support services for people with:	Description of infrastructure	Contact details	Website for information

Housing Information

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
exchange-students@hhu.de	00492118110726	https://www.hhu.de/en/international/prospective-students/stay-without-graduation-at-the-hhu-erasmus-free-mover-foreign-language-assistant-pad-visiting-doctoral-students-scholarship-holders

Visa Information

The institution 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:

Contact email	Contact phone	Websites for information
exchange-students@hhu.de	00492118110726	https://www.hhu.de/en/international/prospective-students/stay-without-graduation-at-the-hhu-erasmus-free-mover-foreign-language-assistant-pad-visiting-doctoral-students-scholarship-holders

Insurance Information

The institution 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:

Contact email	Contact phone	Websites for information
exchange-students@hhu.de	00492118110726	https://www.hhu.de/en/international/prospective-students/stay-without-graduation-at-the-hhu-erasmus-free-mover-foreign-language-assistant-pad-visiting-doctoral-students-scholarship-holders

Additional Information



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Information on	Contact email	Contact phone	Website for information
Incoming Students Advisor	exchange-students@hhu.de	00492118110726	https://www.hhu.de/en/international/prospective-students/stay-without-graduation-at-the-hhu-erasmus-free-mover-foreign-language-assistant-pad-visiting-doctoral-students-scholarship-holders

A Transcript of Records will be issued by the institution no later than 4 weeks after the assessment period has finished.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

**Cooperation conditions**

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)

Student Mobility for Studies					
1	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	unav.edu		678	2021/2022	2027/2028
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	uni-duesseldorf.de		NO	4	20
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	032			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	de	B2		
Sending Contact Details					
#	Full Name		Email	Phone	
1	Cassidy, Anne		annecassidy@unav.es		
Receiving Contact Details					
#	Full Name		Email	Phone	
1	Quetsch, Guido		quetsch@phil-fak.uni-duesseldorf.de		



2	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	uni-duesseldorf.de		678	2021/2022	2027/2028
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	unav.edu		NO	4	20
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	03			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	es	B2	03	
2	en	B2			
Sending Contact Details					
#	Full Name		Email	Phone	
1	Quetsch, Guido		quetsch@phil-fak.uni-duesseldorf.de		
Receiving Contact Details					
#	Full Name		Email	Phone	
1	Cassidy, Anne		annecassidy@unav.es		

Student Mobility for Traineeships

Staff Mobility for Teaching



1	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	uni-duesseldorf.de			2021/2022	2027/2028
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	unav.edu			1	5.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	031			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B2		
	Sending Contact Details				
	#	Full Name		Email	Phone
	1	Quetsch, Guido		quetsch@phil-fak.uni-duesseldorf.de	
	Receiving Contact Details				
#	Full Name		Email	Phone	
1	Cassidy, Anne		annecassidy@unav.es		



2	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	unav.edu			2021/2022	2027/2028
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	uni-duesseldorf.de			1	5.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	031			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B2		
	Sending Contact Details				
	#	Full Name		Email	Phone
	1	Cassidy, Anne		annecassidy@unav.es	
	Receiving Contact Details				
#	Full Name		Email	Phone	
1	Quetsch, Guido		quetsch@phil-fak.uni-duesseldorf.de		

Staff Mobility for Training
