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.

Inter-Institutional Agreement

Information about the higher education institutions

Interinstitutional Agreement Partners			
Partner HEI 1	**Name of the institution (and department, where relevant)**		**SCHAC code**
	Universidad de Navarra		unav.edu
	Partner Contact Details		
	# / **Full Name**	**Email**	**Phone**
	1 / Anne Cassidy	programaerasmus@unav.es	
Partner HEI 2	**Name of the institution (and department, where relevant)**		**SCHAC code**
	Université Catholique de l'Ouest		uco.fr
	Partner Contact Details		
	# / **Full Name**	**Email**	**Phone**
	1 / Beatrice Bernard Gay	bbernard@uco.fr	

Inter-Institutional Agreement

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.

Websites	
General	Placeholder_URL
Faculty/Faculties	Placeholder_URL
Course Catalogue	Placeholder_URL

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**

Inter-Institutional Agreement

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
Insfraestructe	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**

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, 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/resources#spain

Insurance 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/resources#spain

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.
[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.

Websites	
General	Placeholder_URL
Faculty/Faculties	Placeholder_URL
Course Catalogue	Placeholder_URL

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	15/05
Spring term [day/month]	15/11
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	31/05
Spring term [day/month]	30/11

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**
bbernard@uco.fr	+33241816642	http://www.uco.fr

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
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
dominique.le.gal@uco.fr	+33241816620	https://angers.uco.fr/fr/se-loger-angers

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
bbernard@uco.fr	+33241816642	https://international-uco.com/en/exchange-program/go-to-uco-erasmus-or-exchange-program

Insurance 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
bbernard@uco.fr	+33241816642	https://international-uco.com/en/exchange-program/go-to-uco-erasmus-or-exchange-program

Inter-Institutional Agreement

Insurance 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
bbernard@uco.fr	+33241816642	https://international-uco.com/en/exchange-program/go-to-uco-erasmus-or-exchange-program

Additional Information			
Information on	**Contact email**	**Contact phone**	**Website for information**

A Transcript of Records will be issued by the institution no later than 5 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)

Inter-Institutional Agreement

	Student Mobility for Studies				
1	**Sending SCHAC**	**Sending Department**	**EQF level**	**Start Academic Year**	**End Academic Year**
	uco.fr		6	2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Blended Mobility option**	**Number of Students**	**Total Months Per Year**
	unav.edu	School of Communication	NO	2	8

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	032	Journalism and information

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	es	B2		
2	en	B2		

Inter-Institutional Agreement

2	

Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
uco.fr		6	2022/2023	2028/2029

Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
unav.edu	School of Humanities and Social Sciences	NO	2	18

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	023	Languages and philology

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	es	B2		
2	en	B2		

Inter-Institutional Agreement

3	**Sending SCHAC**	**Sending Department**	**EQF level**	**Start Academic Year**	**End Academic Year**
	uco.fr		67	2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Blended Mobility option**	**Number of Students**	**Total Months Per Year**
	unav.edu	ISSA-School of Applied Management	NO	2	10

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	041	Business and administration

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	es	B2		
2	en	B2		

Inter-Institutional Agreement

4	**Sending SCHAC**	**Sending Department**	**EQF level**	**Start Academic Year**	**End Academic Year**
	unav.edu	School of Communication	68	2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Blended Mobility option**	**Number of Students**	**Total Months Per Year**
	uco.fr		NO	2	18

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	032	Journalism and information

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	fr	B2		
2	en	B2		
3	de	B2		
4	it	B2		

Inter-Institutional Agreement

	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	unav.edu	School of Humanities and Social Sciences	6	2022/2023	2028/2029

	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
5	uco.fr		NO	2	18

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	023	Languages and philology

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	fr	B2		
2	en	B2		
3	de	B2		
4	it	B2		

Inter-Institutional Agreement

	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	unav.edu	ISSA-School of Applied Management	6	2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Blended Mobility option**	**Number of Students**	**Total Months Per Year**
	uco.fr		NO	2	10

6

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	041	Business and administration

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	fr	B2		
2	en	B2		
3	de	B2		
4	it	B2		

Student Mobility for Traineeships

Inter-Institutional Agreement

Staff Mobility for Teaching				
1	**Sending SCHAC**	**Sending Department**	**Start Academic Year**	**End Academic Year**
	uco.fr		2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Number of Staff**	**Total Days Per Year**
	unav.edu	School of Humanities and Social Sciences	1	5.00

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	023	Languages and philology

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	es	B2		
2	en	B2		

Inter-Institutional Agreement

	Sending SCHAC	Sending Department	Start Academic Year	End Academic Year
2	uco.fr		2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Number of Staff**	**Total Days Per Year**
	unav.edu	ISSA-School of Applied Management	1	5.00

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification	
1	041	Business and administration	

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	es	B2		
2	en	B2		

Inter-Institutional Agreement

Sending SCHAC	**Sending Department**	**Start Academic Year**	**End Academic Year**	
unav.edu	School of Humanities and Social Sciences	2022/2023	2028/2029	

Receiving SCHAC	**Receiving Department**	**Number of Staff**	**Total Days Per Year**
uco.fr		1	5.00

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	023	Languages and philology

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	fr	C1		
2	en	C1		
3	de	C1		
4	it	C1		

(Row number: 3)

Inter-Institutional Agreement

	Sending SCHAC	Sending Department	Start Academic Year	End Academic Year
	unav.edu	ISSA-School of Applied Management	2022/2023	2028/2029
4	**Receiving SCHAC**	**Receiving Department**	**Number of Staff**	**Total Days Per Year**
	uco.fr		1	5.00

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	041	Business and administration

Language Skills

#	Language	Language Level	Subject Area	Subject Area Clarification
1	fr	C1		
2	en	C1		
3	de	C1		
4	it	C1		

Staff Mobility for Training