|  |  |
| --- | --- |
|  | **logoteiwest.gif**  **TECHNOLOGICAL EDUCATIONAL INSTITUTE**  **(TEI) OF WESTERN GREECE**  **----------------------------------------------------------**  **TECHNOLOGIKO EKPAIDEFTIKO IDRYMA**  **(TEI) DYTIKIS ELLADAS** |
|  |  |

**Erasmus+ Programme**

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

**Inter-institutional agreement 2016-2020(21)   
between 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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

**A. Information about higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| **T**ECHNOLOGIKO **E**KPAIDEFTIKO  **I**DRYMA  (TEI) DYTIKIS ELLADAS  ----------------------------  **T**ECHNOLOGICAL **E**DUCATIONAL  **I**NSTITUTE  (TEI) OF WESTERN GREECE | G PATRA06 | Contact:  Prof. Dr Vassilis Triantafillou  President of TEI of Western Greece  [triantaf@teiwest.gr](mailto:triantaf@teiwest.gr)  +302610325101  Department of Public & International Relations  Mr. Giagkos Inglesis  [intoffice@teiwest.gr](mailto:intoffice@teiwest.gr)  Tel. +302610314170  Fax +302610643060  Departmental Coordinator  ………………………………………. | [www.teiwest.gr](http://www.teiwest.gr) |
|  |  |  |  |

**B. Mobility numbers per academic year 2016-20(21)**

The partners 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.

**Student Mobility (SMS)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM** | **TO** | ***Subject area code*** | ***Subject area name*** | ***Study cycle*** | Student Mobility for Studies | | |
| Students | Months | |
| G PATRA06 |  |  |  | 1st |  | | 10 |
|  |  |  |  | |  |
|  | G PATRA06 |  |  |  |  | |  |
|  |  |  |  | |  |

**Staff Mobility (STA & STT)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FROM** | **TO** | ***Subject area code*** | ***Subject area name*** | Staff Mobility for Teaching & Staff Mobility for Training | |
| Staff | Days |
| G PATRA06 |  |  |  |  |  |
|  |  |  |  |
|  | G PATRA06 |  |  |  |  |
|  |  |  |  |

**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  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| G PATRA06 |  | English | English | B1 | B2 |
|  |  |  |  |  |  |

**D. Additional requirements**

1. Erasmus coordinators are requested to submit the students’ nomination by the stipulated dates.

2. Students are to submit the following documents with regards to the application procedures:

Enrolment form, health form, important information form, photocopy of their passport/identity card, copy of the European Health Insurance Card, copy of their travel insurance, English Language Proficiency declaration and the learning agreement. The learning agreement should be approved prior to the student arrival at the TEI of Western Greece.

3. Visiting students are to remain in Patras until the end of their semester examinations and should hand in all their assignments and sit for their exams prior to their departure.

4. Students should highlight any disabilities at application stage so that their needs and requirements can be addressed and the right support assured prior to their acceptance.

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| G PATRA06 | June 30th | November 30th |
|  |  |  |

2. The receiving institution will send its decision within 3-4 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 12 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

* End of stipulated period of validity.
* Mutual agreement between the parties.
* Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

**F. Information**

**1. Grading systems of the institutions**

**G PATRA06**

Final degree average grades:

|  |  |
| --- | --- |
| **GRADES** | **DEFINITION** |
| 10-8,50 | EXCELLENT |
| 8,49-6,50 | VERY GOOD |
| 6,49-5 | GOOD |
| 4,99-0 | FAIL |

Local Grades for Individual Courses:

|  |  |  |
| --- | --- | --- |
| **Local Grades** | **ECTS Grades** | **Definition** |
| 10-9 | A | EXCELLENT |
| 8 | B | VERY GOOD |
| 7 | C | GOOD |
| 6 | D | SATISFACTORY |
| 5 | E | SUFFICIENT(PASSING GRADE) |
| 4-0 | F | FAIL |

**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** |
| G PATRA06 | [intoffice@teiwest.gr](mailto:intoffice@teiwest.gr) | [www.teiwest.gr](http://www.teiwest.gr) |
|  |  |  |

**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. Incoming students are responsible for insuring themselves prior to the arrival at the Host Institution.

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** |
| G PATRA06 | [intoffice@teiwest.gr](mailto:intoffice@teiwest.gr) | [www.teiwest.gr](http://www.teiwest.gr) |
|  |  |  |

**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** |
| G PATRA06 | [intoffice@teiwest.gr](mailto:intoffice@teiwest.gr) | [www.teiwest.gr](http://www.teiwest.gr) |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature** |
| G PATRA06 | Prof. Dr Vassilis Triantafillou,  President of TEI of Western Greece |  |  |
|  |  |  |  |