

Erasmus+ Programme

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

Inter-institutional agreement 2017-2020
between institutions from
programme and partner 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+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city, PIC code	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Aleksandras Stulginskis University (ASU)	LT KAUNAS05 PIC 999545134	Assoc. prof. dr. Raimundas Rukuiza	ASU International Department, E-mail: kontakt@asu.lt Phone: +370 37 752398	http://intern.asu.lt/erasmus-for-incoming-students/
Benguet State University, Philippines	PH BENGUET BSU PIC 924936420	Prof. dr. Darlyn D. Tagarino	International Relations Office E-mail: d.tagarino@bsu.edu.ph , Ir.office@bus.edu.ph	http://bsu.edu.ph/iro/news-updates

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year. Presented mobility numbers are maximal possible, including zero grant mobilities. Real mobility numbers and flows should pass the financing conditions.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code [ISCED 2013]	Subject area name	Study cycle [1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
LT KAUNAS05	PH BENGUET BSU	04, 07, 08	Business and administration, Engineering, Agriculture, Forestry	1 st , 2 nd , 3 rd	1 student/ total 6 months	N/A
PH BENGUET BSU	LT KAUNAS05			1 st , 2 nd , 3 rd	3 students/ total 18 months	N/A

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code [ISCED 2013]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
LT KAUNAS05	PH BENGUET BSU	04, 07, 08	Business and administration, Engineering, Agriculture, Forestry	4 teachers/ total 28 days	2 teachers/ total 14 days
PH BENGUET BSU	LT KAUNAS05			2 teachers/ total 14 days	2 teachers/ total 14 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 or city]	Main language of instruction	Additional language of instruction	Recommended language of instruction level ¹	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LT KAUNAS05	Lithuanian	English	B1 English	B2 English
PH BENGUET BSU	English	Filipino	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue and information websites of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**² of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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.

¹ See Common European Framework of Reference for Languages: www.coe.int/lang-CEFR

² Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Reference Guide for ERASMUS+ international credit mobility exchange:

http://int.asu.lt/socrates/Naud_dok/E+Ref-Guide-Partn-country.pdf

E. Any additional requirements

LT KAUNAS05: The grants for incoming students and staff will be paid upon their arrival to ASU. Pre-financing of incoming students and staff is not foreseen. Grant payment for outgoing students and staff is made before and during their stay at partner university.

More information about academic or organisational aspects, requirements of ERASMUS studies organisation at Aleksandras Stulginskis University: <http://intern.asu.lt/erasmus-for-incoming-students/>

PARTNER INSTITUTION: *[To be completed if necessary].*

F. Calendar

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

Receiving institution	Autumn term	Spring term
LT KAUNAS05	01 May for nomination 30 June for application	30 October for nomination 30 November for application
PH BENGUET BSU	01 May for nomination 30 June for application	30 October for nomination 30 November for application

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

3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for the period stated in the front page of the agreement unless either side terminates the present Agreement. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict." in writing by February 1st of the year prior to the academic year concerned. 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

LT KAUNAS05:

The grading scale used by ASU is based on a number scale of 1 (very poor) to 10 (excellent). In addition to this ten-point system, the pass/fail system is used, 5 and higher being a passing grade, and 4 or lower a failing grade.

<i>Pass/ Fail</i>	<i>ASU Grade</i>	<i>Definition</i>	<i>Knowledge (study objectives) percentage, %</i>	<i>ECTS grade</i>
<i>Pass</i>	<i>10</i>	<i>Excellent</i>	<i>100</i>	<i>A</i>
<i>Pass</i>	<i>9</i>	<i>Very good</i>	<i>90-99</i>	<i>B</i>
<i>Pass</i>	<i>8</i>	<i>Good</i>	<i>80-89</i>	<i>C</i>
<i>Pass</i>	<i>7</i>	<i>Average</i>	<i>70-79</i>	<i>D</i>
<i>Pass</i>	<i>6</i>	<i>Sufficient</i>	<i>60-69</i>	<i>D</i>
<i>Pass</i>	<i>5</i>	<i>Week</i>	<i>50-59</i>	<i>E</i>
<i>Fail</i>	<i>4</i>	<i>Fail</i>	<i>40-50</i>	<i>FX</i>
<i>Fail</i>	<i>3</i>	<i>Fail</i>	<i>30-40</i>	<i>FX</i>
<i>Fail</i>	<i>2</i>	<i>Fail</i>	<i>20-30</i>	<i>F</i>
<i>Fail</i>	<i>1</i>	<i>Fail</i>	<i><20</i>	<i>F</i>

More information: <http://intern.asu.lt/study-evaluation-system-in-asu/>

BENGUET STATE UNIVERSITY:

In the Benguet State University, classes are assessed numerically, from 3 being the minimum passing grade to 1 the maximum grade.

<i>Grading</i>	<i>Definition</i>	<i>Pass/Fail</i>
<i>1.00 - 1.25</i>	<i>Excellent</i>	<i>Pass</i>
<i>1.50</i>	<i>Superior</i>	<i>Pass</i>
<i>1.75</i>	<i>Above Average</i>	<i>Pass</i>
<i>2.0</i>	<i>Average</i>	<i>Pass</i>
<i>2.25 - 2.75</i>	<i>Fair</i>	<i>Pass</i>
<i>3.0</i>	<i>Passing</i>	<i>Pass</i>
<i>5.0</i>	<i>Failure</i>	<i>Fail</i>

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 (e-mail, phone)	Website for information
LT KAUNAS05	ASU International Department, E-mail: kontakt@asu.lt Phone: +370 37 752398, 752271	http://intern.asu.lt/erasmus-for-incoming-students/ http://asu.lt/university/studies/admission-information/student-visa/
PH BENGUET BSU	International Relations Office E-mail: ir.office@bsu.edu.ph Phone: +63 74 422-3413, +63 917 507 1584	http://bsu.edu.ph/iro/news-updates

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 (e-mail, phone)	Website for information
LT KAUNAS05	ASU International Department, E-mail: kontakt@asu.lt Phone: +370 37 752398, 752271	http://asu.lt/university/studies/admission-information/practical-information/
PH BENGUET BSU	International Relations Office E-mail: ir.office@bsu.edu.ph Phone: +63 74 422-3413, +63 917 507 1584	http://bsu.edu.ph/iro/news-updates

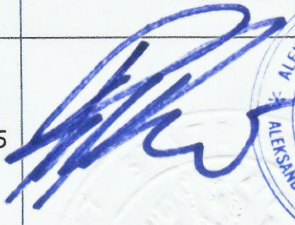

4. Housing

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 (e-mail, phone)	Website for information
LT KAUNAS05	ASU Students Affairs Unit, E-mail: srt@asu.lt Phone: +370 37 752258	http://int.asu.lt/info-host-subs.pdf
PH BENGUET BSU	International Relations Office E-mail: ir.office@bsu.edu.ph Phone: +63 74 422-3413, +63 917 507 1584	http://bsu.edu.ph/iro/news-updates

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
LT KAUNAS05	Assoc. prof. dr. Raimundas RUKUIZA, Institutional ERASMUS coordinator	2018.01.05	 
PH BENGUET BSU	Prof. Dr. Feliciano G. Calora Jr. President, Beguet State University	2018-01-03	