



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2021-2023 between institutions from programme and Partner Countries²

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 ³ , PIC code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Vytautas Magnus University (VMU), Lithuania	LT KAUNAS01 PIC 999590627 OID E10207994	Assoc. prof. dr. Raimundas Rukuiza VMU International Cooperation Department, E-mail: erasmus@vdu.lt Phone: +370 37 788149	Information: www.vdu.lt/en List of courses in EN: www.vdu.lt/en/studies/courses Application: https://www.vdu.lt/en/international-cooperation/for-students/erasmus-exchange-studies/incoming-students/
Benguet State University (BSU), Philippines	PH BENGUET BSU PIC 924936420 OID E10057501	Maria Luz D. Fang-asan, Director, International Relations Office E-mail: ir.office@bsu.edu.ph , ml.fang-asan@bsu.edu.ph Phone: +63 074 619-80-97	Information: http://www.bsu.edu.ph/ Academic Programs: Undergraduate http://www.bsu.edu.ph/undergraduate-programs Graduate http://www.bsu.edu.ph/content/masteral-degree-graduate-school Doctoral http://www.bsu.edu.ph/content/doctor-philosophy-phd

1 Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

2 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

3 Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

4 Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁵ per academic year⁶

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.

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 [total number of months of the study periods or average duration]	Student Mobility for Traineeships
LT KAUNAS01	PH BENGUET BSU	01 ... 10		Any subject area (TBC)	1 st , 2 nd , 3 rd	10 months (2 students x 5 months)	8 months (2 students x 4months)
PH BENGUET BSU	LT KAUNAS01				1 st , 2 nd , 3 rd	5 months (1 student x 5 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 [total number of days of teaching periods or average duration]	Staff Mobility for Training
LT KAUNAS01	PH BENGUET BSU	01 ... 10		Any subject area (TBC)	10 days (2 staff members x 5 days)	10 days (2 staff members x 5 days)
PH BENGUET BSU	LT KAUNAS01				20 days (4 staff members x 5 days)	20 days (4 staff members x 5 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 ⁷	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LT KAUNAS01	Lithuanian	English	B2 English	B2 English
PH BENGUET BSU	English	Filipino	B1 English	B2 English

⁵ Mobility numbers can be given per sending/receiving institutions and per education field:

www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

⁶ Exact number of grants depends on the funding received by VMU. VMU informs partner institution about the number of grants for the upcoming semester / academic year at its earliest convenience.

⁷ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements.

The higher education institutions agree 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 HEI 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 organizational 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.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

LT KAUNAS01: The grants for incoming students and staff will be paid upon their arrival to VMU. 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 Vytautas Magnus University: <https://www.vdu.lt/en/international-cooperation/for-students/erasmus-exchange-studies/incoming-students/>

Useful information: <https://www.vdu.lt/en/international-cooperation/for-students/practical-information-for-incoming-students/>

Disability-Friendly University: www.vdu.lt/en/studies/why-vmu/a-disabled-friendly-university

Summer Schools: www.balticsummeruniversity.com

PARTNER INSTITUTION: [To be completed if necessary].

F. Calendar⁸

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

Receiving institution	Autumn term	Spring term	Observation
LT KAUNAS01	Nomination: 08 May Application: 15 May	Nomination: 08 November Application: 15 November	Nominations to be sent to: erasmus.zua@vdu.lt
PH BENGUET BSU	Nomination: 08 May Application: 15 May	Nomination: 08 November Application: 15 November	Nominations to be sent to: ir.office@bsu.edu.ph

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement⁹: 1) in the event of termination of the Inter-institutional agreement by mutual consent, the parties involved have to decide and agree from when the agreement loses its validity; 2) 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."

⁸ Sending institution is responsible for the participant selection process.

⁹ termination of the agreement shall not have an effect on any specific activities that are already in place at the time that the notice is provided.

G. Information

1. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide¹⁰. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	Website for information
LT KAUNAS01	http://www.vdu.lt/en/studies/international-student-handbook/information-about-studies/system-of-credits-and-grading/
PH BENGUET BSU	http://www.bsu.edu.ph/sites/default/files/BSU-SH%20DRAFT.pdf (BSU Student Handbook pages 12-13)

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 KAUNAS01	International Cooperation Department E-mail: erasmus.zua@vdu.lt Phone: +370 37 788149, 752398	University's information: https://www.vdu.lt/en/international-cooperation/for-students/practical-information-for-incoming-students/important-before-arrival/visa-guide/ Migration Office information: www.migracija.lt
PH BENGUET BSU	International Relations Office E-mail: ir.office@bsu.edu.ph Phone: +63 074 619 80 97	University Information: Communicate directly to ir.office@bsu.edu.ph Immigration Office Bureau of Immigration https://immigration.gov.ph/#

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 KAUNAS01	International Cooperation Department E-mail: erasmus.zua@vdu.lt Phone: +370 37 788149, 752398	Health insurance is required for the period of stay: http://www.vdu.lt/en/studies/international-student-handbook/before-arrival/health-insurance/

¹⁰ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

PH BENGUET BSU	International Relations Office E-mail: ir.office@bsu.edu.ph Phone: +63 074 619 80 97	-
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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 KAUNAS01	Student Affairs Department E-mail: studentas@vdu.lt Phone: +370 37 327 977	Exchange students may apply for the accommodation in VMU dormitory. More information: https://apgyvendinimas.vdu.lt/en/
PH BENGUET BSU	International Relations Office E-mail: ir.office@bsu.edu.ph Phone: +63 074 619 80 97	http://www.bsu.edu.ph/university-facilities

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
LT KAUNAS01	Konstantinas Kurževas, VMU Institutional ERASMUS coordinator	26/03/2021	 
PH BENGUET BSU	Felipe Salaing Comila President of BSU	06/04/2021	 