



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2020 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Harokopio University Χαροκόπειο Πανεπιστήμιο Department of Geography	G KALLITH01	Dept. of International & Public Relations – ERASMUS Office erasmus@hua.gr T.: +30 2109549330 – F.: +30 2109577050 Prof. Apostolos Papadopoulos Department of Geography Email: apospapa@hua.gr T.: +30 2109549318	www.hua.gr
Aix-Marseille University (AMU) Faculty of Arts, Literature, Languages, Civilisations and Human Sciences	F MARSEIL84	Institutional Coordinator : Prof. Sylvie DAVIET Vice-president for International Relations Cindy ALBINSKI Erasmus officer International Office 29, av Robert Schuman F 13621 Aix-en-Provence cedex 1 Tel: (+33) 4 1355 3188 fax: (+33) 4 1355 3142 E-mail: erasmus-in-humanities2@univ-amu.fr	http://www.univ-amu.fr/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Departmental coordinator : Prof Pierre SINTES E-mail : pierre.sintes@univ-amu.fr	
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B. Mobility numbers⁴ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the **end of November** in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short 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 *
G KALLITH01	F MARSEIL84	0532	Earth science Geography	1 st , 2 nd , 3 rd	2=9 months	/
F MARSEIL84	G KALLITH01	0532	Earth science Geography	1 st , 2 nd , 3 rd	2=9 months	/

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	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 *
G KALLITH01	F MARSEIL84	0532	Earth science	1 week for 5 hours	/
F MARSEIL84	G KALLITH01	0532	Earth science	1 week for 5 hours	/

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	Language of instruc-	Language of instruc-	Recommended language of instruction level ⁵
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⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

[Erasmus code]	tion 1	tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
G KALLITH01	GREEK	ENGLISH	GREEK B1 or ENGLISH B2	ENGLISH B2
F MARSEIL84	French		B1	

F MARSEIL84 : We require an official document signed by a member of the French department of your university to confirm the candidate's level of French. We strongly encourage students to attend the intensive French language courses which are offered by Aix-Marseille University : <http://sites.univprovence.fr/scefee/annuel.html>.

D. Additional requirements

Harokopio University (G KALLITH01):

- Related to STA - incoming: First contact before the mobility and the related arrangements should be done with the HUA's Faculty closer to the taught topic(s) or with the ECTS – ERASMUS Departmental Co-ordinator.
- Related to STT - incoming: First contact before the mobility and the related arrangements should be done either with the HUA's Faculty closer to the training topic, or with the ECTS – ERASMUS Departmental Co-ordinator, in case of Faculty's training, and with the ERASMUS Office, for administrative personnel.

Harokopio University welcomes disabled students and staff. The Departmental Co-ordinator should be informed by the partner about the support needs of a disabled student or member of staff three (3) weeks before the Application deadline.

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 KALLITH01	May, the 1 st	November, the 15 th
F MARSEIL84	Nominations deadline: April, 30th Applications deadline: May, 31st	Nominations deadline: September, 30th Applications deadline : October, 31st

2. The receiving institution will send its decision within 5 weeks of submission deadline.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."

F. Information

⁵ 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>

1. Grading systems of the institutions

G KALLITH01 – <http://www.erasmus.hua.gr/index.php/en/grading-systems>

F MARSEIL84 :

18 = excellent
16 = very good
14 = good
12 = amply sufficient
10 = pass
8 = marginal fail
<8 = clear 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 KALLITH01	Dept. of International and Public Relations, ERASMUS OFFICE Dr. E. DURIE, edurie@hua.gr erasmus@hua.gr T.: +30 210 9549330 F.: +30 210 9577050	Hellenic Republic-Ministry of Foreign Affairs http://www.mfa.gr/en/visas/
F MARSEIL84	Cindy Albinski E-mail: erasmus-in-humanities2@univ-amu.fr Tel: (+33) 4 1355 3188	http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/etudier-en-france-12794/demarches-administratives/article/visas-etudiants

3. Insurance

G KALLITH01- 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]	Contact details (email, phone)	Website for information
G KALLITH01	Department of Academic Affairs – Students' care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/healthcare European Health Insurance Card : http://ec.europa.eu/social/main.jsp?catId=509&langId=en
F MARSEIL84	Cindy Albinski E-mail: erasmus-in-humanities2@univ-amu.fr Tel: (+33) 4 1355 3188	http://dri.univ-amu.fr/fr/programme-dechanges#assurance


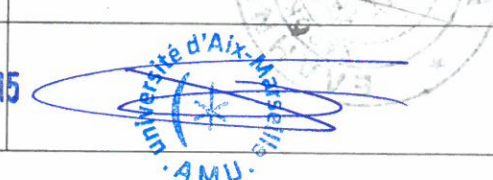
4. Housing

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 KALLITH01	Department of Academic Affairs - Students' care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/housing advice: http://eclass.hua.gr/courses/UNI111/ http://www.esngreece.gr/ http://www.stayinathens.com/
F MARSEIL84	Elisabeth Dreyer E-mail: erasmus-in-humanities1@univ-amu.fr Tel : (+33) 4 1355 3181	http://www.interlog.crous-aix-marseille.fr (the password is given by Elisabeth Dreyer) Within the limit of the number of rooms available.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
G KALLITH01	Prof. Evangelia Georgitsoyanni Vice-Rector of Academic Affairs and Personnel	22.01.2015	
F MARSEIL84	Prof. Sylvie DAVIET Vice-president for International Relations	15 FEV. 2015	

⁶ Scanned signatures are accepted