



Erasmus+ Programme

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


Inter-institutional agreement 2014/2015-2020/2021

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 ¹ (address, email, phone)	Website (eg. of the course catalogue)
Technische Universität Dortmund (TU Dortmund University) 	D DORTMUN01	Silke Viol ERASMUS Institutional Coordinator / Deputy Director International Office Emil-Figge-Str. 61 44227 Dortmund Germany phone: +49 (0)231-755-4727 fax: +49 (0)231-755-5525 silke.viol@tu-dortmund.de	http://www.aaa.tu-dortmund.de <i>English</i> – International Students / Exchange Students (ERASMUS) http://www.aaa.tu-dortmund.de <i>Deutsch</i> – Internationale Studierende / Austauschstudierende

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Faculty of Spatial Planning 	D DORTMUN01	Dr. Mehdi Vazifedoost ERASMUS Departmental Coordinator Faculty of Spatial Planning August-Schmidt-Str. 10 44221 Dortmund phone: +49 (0)231-755-6443 fax: +49 (0)231-755-4396 email: mehdi.vazifedoost@uni-dortmund.de	http://www.raumplanung.tu-dortmund.de/rp/veranstaltungsverzeichnis.html - link to the course catalogue (KOMPASS)
HAROKOPIO UNIVERSITY	G KALLITH01	Dept. of International & Public Relations ERASMUS Office: erasmus@hua.gr phone: + 30 2109549 330 fax: + 30 2109577050	www.hua.gr

B. Mobility numbers 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 January 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 [UG, Post- graduate, Doctoral]	Number of student mobility periods Student Mobility for Studies		
					Students	Student months	Student months (=sum)
D DORTMUN01	G Kallith01	5814 0731 ISCED-F	Spatial Planning	1 st , 2 nd , 3 rd	2	6	12
G Kallith01	D DORTMUN01	5814 0731 ISCED-F	Spatial Planning	1 st , 2 nd , 3 rd	2	6	12

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	Number of teaching hours per week (min 8)
D DORTMUN01	G Kallith01	5814 0731 ISCED-F	Spatial Planning	2	8
G Kallith01	D DORTMUN01	5814 0731 ISCED-F	Spatial Planning	2	8

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]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum re- commended level: B1]	Staff Mobility for Teaching [Minimum re- commended level: B2]
D DORTMUN01	5814 0731 ISCED-F	German	English		
G Kallith01		Greek	English	B1 in Greek or B2 in English	

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

² 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>

D. Additional requirements

Students who have been selected by their home university to study **at TU Dortmund University** in the framework of the Erasmus+ Programme will find further information on requirements and measures of preparing (e.g. Application) under the following link: <http://www.aaa.tu-dortmund.de>

English – International Students / Exchange Students (ERASMUS) / Application

Deutsch – Internationale Studierende / Austauschstudierende / Anmeldung

The institution provides infrastructure for welcoming students and staff with disabilities. Please find further information at the website of **DoBus** (Dortmunder Zentrum Behinderung und Studium/ Dortmund Center for Students with Disabilities):

<http://www.dobus.tu-dortmund.de/cms/de/home/>

Set by 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]
D DORTMUN01	May 15 th	November 15 th
G Kallith01	May 1 st	November 15 th

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 5 weeks after the deadline.

a) At **TU Dortmund University** a Transcript of Records will be issued at the end of the student stay by the Erasmus departmental coordinator. Students have to contact him/ her a few weeks before departure.

b) At **Harokopio University** (partner institution) 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]*

3. Termination of the agreement

The above mentioned institutions agree to cooperate in the activities as contracted above under the terms and conditions of the *Erasmus+ Programme*.

- Both parties agree to abide by the principles and conditions set out in the *Erasmus+ Guidelines for Applicants*, and will work according to the principles of the *Erasmus University Charter*.
- Both parties agree to abide by the bilaterally agreed terms of this inter-institutional agreement and will endeavour to carry out the agreement to the best of their abilities.
- Additional changes in mobility or in specific conditions of contract and termination of the inter-institutional agreement can be made annually, if communicated before January 1st.
- Set by G Kallith01: Any modification in the clauses C.-E. 1 as well as unilateral termination of the agreement, will be notified to the other party at last on September the 15th of the year 20xx and will take effect from the next academic year, as of 15 September 20xx +1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

TU Dortmund University: 1 = superior / 2 = above average / 3 = average /

4 = sufficient / 5 & 6 = fail / CR = no grade; class participation on pass/fail basis / AU = class audited

At times decimal scaling is used for grades in between full numbers; i.e. each grade can be increased or lowered by 0.3; thus there is a grade 1.7 (also known as 2+), 2.0, 2.3 (also known as 2-) etc.

Harokopio University: <http://www.erasmus.hua.gr/index.php/en/grading-systems>

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
D DORTMUN01	Silke Viol Erasmus Institutional Coordinator <i>See page no. 1</i>	-----
G Kallith01	Dept. of International & Public Relations	Hellenic Republic- Ministry of Foreign Affairs:

	ERASMUS Office: erasmus@hua.gr Dr. E. Durie: edurie@hua.gr phone: + 30 2109549 330 fax: + 30 2109577050	http://www.mfa.gr/en/visas/
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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]	Contact details (email, phone)	Website for information
D DORTMUN01	erasmus@tu-dortmund.de	http://www.aaa.tu-dortmund.de (<i>English</i> – International Students / Exchange Students (ERASMUS) / Health Insurance) http://www.aaa.tu-dortmund.de <i>Deutsch</i> – Internationale Studierende / Austauschstudierende / Krankenversicherung
G Kallith01	Department of Academic Affairs- Students' care: Mrs. Aspasia Karamitsou T.: +30 210 9549 110 e-mail: 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

G Kallith01:

General Civil Liability Insurance and Personal Accident Insurance are not automatically provided. Health insurance is provided only to the students whose the Sending Institution's country doesn't issue the European Health Insurance Card.

Movers with specific or heavy health issues shall mind on their own for the appropriate specific insurance coverage.

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
D DORTMUN01	erasmus@tu-dortmund.de	http://www.aaa.tu-dortmund.de (English – International Students / Exchange Students (ERASMUS) /Accommodation) http://www.aaa.tu-dortmund.de Deutsch – Internationale Studierende / Austauschstudierende / Wohnen
G Kallith01	Department of Academic Affairs- Students' care: Mrs. Aspasia Karamitsou T.: +30 210 9549 110 e-mail: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/housing advice: http://eclass.hua.gr/courses/UNI1111/ http://www.esngreece.gr/ http://www.stayinathens.com/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
D DORTMUN01	Silke Viol Deputy Director International Office, ERASMUS-Institutional Coordinator	12.02.2014	 
G Kallith01	Prof. Evangelia Georgitsoyanni Vice-Rector of Academic Affairs and Personnel	21.02.2014	