



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme

Information on Digital Inter-Institutional Agreements

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.



Information about the higher education institutions

Interinstitutional Agreement Partners			
Partner HEI 1	Name of the institution (and department, where relevant)		SCHAC code
	Universidad de Navarra		unav.edu
	Partner Contact Details		
	#	Full Name	Email
1	Anne Cassidy	programaerasmus@unav.es	
Partner HEI 2	Name of the institution (and department, where relevant)		SCHAC code
	Hochschule fur Musik, Theater und Medien Hannover		hmtm-hannover.de
	Partner Contact Details		
	#	Full Name	Email
1	Andrea Hilbig	internationaloffice@hmtm-hannover.de	

**Partner 1 Factsheet Information**

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Websites	
General	Placeholder_URL
Faculty/Faculties	Placeholder_URL
Course Catalogue	Placeholder_URL

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	01/04
Spring term [day/month]	15/09
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	01/05
Spring term [day/month]	15/10

The institution will send its decision within 5 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
exchangeunav@unav.es	+34948425600	https://www.unav.edu/estudiantes/programas-de-intercambio/incoming

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website

**Inclusion and accessibility Information**

The institution will provide support to incoming mobile participants with special needs, 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:

Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Infraestructure	Not present		https://www.unav.edu/web/tantak a/unidad-de-atencion-a-personas-con-discapacidad
Available support services for people with:	Description of infrastructure	Contact details	Website for information

Housing Information

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
alojamiento@unav.es	+34948425600	https://www.unav.edu/estudiantes/programas-de-intercambio/incoming#applying

Visa Information

The institution 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:

Contact email	Contact phone	Websites for information
exchangeunav@unav.es	+34948425600	https://en.unav.edu/students/procedimientos-de-inmigracion



Insurance Information		
The institution 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:		
Contact email	Contact phone	Websites for information
exchangeunav@unav.es	+34948425600	https://en.unav.edu/students/resources#spain

Insurance Information		
The institution 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:		
Contact email	Contact phone	Websites for information
exchangeunav@unav.es	+34948425600	https://en.unav.edu/students/resources#spain

Additional Information			
Information on	Contact email	Contact phone	Website for information
Other useful information	exchangeunav@unav.es	+34948425600	https://www.unav.edu/estudiantes/programas-de-intercambio/incoming

A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]



Erasmus+

Inter-Institutional Agreement

Cooperation conditions

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)



Student Mobility for Studies					
	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	hmtm-hannover.de		6	2022/2023	2028/2029
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	unav.edu	School of Communication	NO	4	40
1	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	032	Journalism and information		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
1	es	B2			
2	en	B2			



2	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	unav.edu	School of Communication	68	2022/2023	2028/2029
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	hmtm-hannover.de		NO	4	40
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	032	Journalism and information		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	de	B2		
2	en	B2			

Student Mobility for Traineeships
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Staff Mobility for Teaching					
1	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	hmtm-hannover.de			2022/2023	2028/2029
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	unav.edu	School of Communication		1	5.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	032	Journalism and information		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	es	B2		
2	en	B2			
2	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	unav.edu	School of Communication		2022/2023	2028/2029
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	hmtm-hannover.de			1	5.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	032	Journalism and information		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	de	B2		
2	en	B2			



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Staff Mobility for Training