



# Comprehensive User Guide for ERASMUS+ Inter-institutional Agreements

**Erasmus+**  
Enriching lives, opening minds.

**Higher education**

# Contents

<b>Introduction</b>	<b>3</b>
<b>Inter-institutional agreements in EWP</b>	<b>3</b>
How does EWP work?	3
Joining the EWP network	4
The structure of the agreement	4
Exchanging agreements via the EWP network	5
<b>Erasmus+ programme requirements</b>	<b>6</b>
The duration of inter-institutional agreements	6
Blended Intensive programmes and inter-institutional agreements	6
Approving an inter-institutional agreement	7
Modifying an inter-institutional agreement	7
Terminating inter-institutional agreements	7
<b>Clarifications about certain fields</b>	<b>8</b>
Email and phone numbers in the factsheet section	8
Academic requirements for nominations	8
Additional requirements	8
Additional information	8
Field of education	8
Field of education – Clarification	8
Student mobility for studies – total months	8
Recommended language skills	9
Other terms	9
<b>Dealing with exceptional scenarios</b>	<b>9</b>
Dealing with different deadlines for different departments/faculties	9
Indicating different campuses	9
Limiting mobility to one term	10
One/multiple nomination/application deadlines	10
Inter-institutional agreement for blended intensive programmes only	10
Specific agreement for blended intensive programmes	10
Multilateral BIP-agreements	10
Multidisciplinary inter-institutional agreement	10
Multilateral inter-institutional agreement	11
Unconcluded inter-institutional agreement	11
<b>Fields to be exchanged via Erasmus Without Paper</b>	<b>12</b>
First part – factsheet	12
Second part – Cooperation conditions	15

## Introduction

This guide is for practitioners in higher education institutions working with digital inter-institutional agreements for Erasmus+ mobilities. It aims to clarify the digital processes in the 2021-2027 Erasmus+ programme for mobility between EU Member States and third countries associated to the programme. In particular, this guide provides a non-technical overview and definitions of all data fields exchanged via the [Erasmus Without Paper \(EWP\) Network](#) to conclude inter-institutional agreements. The guide also describes basic requirements for end users and provides guidance and recommendations on how to manage specific scenarios users may encounter in their daily work. In doing so, we aim to foster a common understanding amongst all partner institutions exchanging mobility data in the EWP network.

This guide presents general rules and recommendations for exchanges between partner institutions in the EWP network. The guide complements the [Erasmus+ programme guide](#) and the official [inter-institutional agreement template](#). Terminology used in the guide corresponds to the official template. The next upgrades of the EWP network will align all data standards with the latest template. In case of discrepancies between the template and a system connected via EWP, and until the [next upgrade](#), users can continue to use the current EWP implementation provided in their system.

It is important to highlight that user interfaces and terminology used may differ between systems connected via the EWP network. This guide does not cover the specifics of any system connected via the EWP network and should be treated as complementary to system-specific user guides. Some functionalities and data standards described in the guide will become available with the next EWP network updates. All such cases are clearly marked in the overview table of data fields. Users will be notified when relevant updates have been made available in the network. These include a common approach to handle modifications and termination of inter-institutional agreements via the EWP network. **Until then, users that have the option to modify or terminate existing agreements in their system cannot assume their partner is informed or can take further actions required.** By providing information to users about both current and planned features, institutions are able to prepare to use the network with their partners in its current and future configuration.

To prepare this guide, a broad consultation was organised through the [EWP Governance forums](#) and a survey launched in the [EWP Users Groups](#). Colleagues shared examples of situations they have encountered in their work where it was unclear for them what to do. As a result, this guide incorporates input from around 500 higher education institutions across Europe using different systems to connect to the EWP network.

The first part of this guide explains the digital process for concluding inter-institutional agreements and the administrative steps for users. The second part covers Erasmus+ programme requirements. A third chapter focuses on the fields and processes, including scenarios that are more complex to handle. The fourth part provides guidance and recommendations to users on how to manage exceptional scenarios in the EWP network. Finally, the guide provides an overview and definition of all fields exchanged via the EWP network and whether data entry is mandatory, optional or conditional for users.

## Inter-institutional agreements in EWP

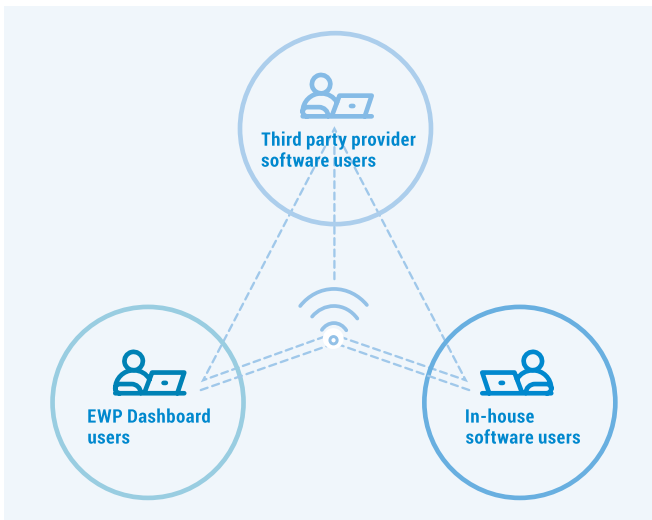
### How does EWP work?

In order to have a fully digitalised inter-institutional agreement, it is important that the information included in the agreement can be exchanged digitally between systems. Therefore, the system you use to manage agreements needs to “speak a common language” with the other systems used by your partners. This language is defined centrally by the EWP network in the [so-called “API-specification”](#). It enables the seamless exchange of data such as inter-institutional agreements with your partners connected via the network.

The provider of the software system you use to manage digital inter-institutional agreements needs to develop specific functionalities to connect the system to the EWP network. Once you and your partner are both using systems that have been connected, you can start exchanging agreements following the pre-defined protocols. In doing so, you as the end user can see the data shared by your partner and approve an agreement shared by them and vice-versa.

You can see if your partner has already connected to the EWP network by looking them up in the [EWP Stats Portal](#). The portal provides information on the connection status of your partners for different processes, including if they are ready to exchange inter-institutional agreements (to learn more about how you can use the Stats Portal see the [tutorial](#)). Some institutions are connected but are not actively sending and receiving data yet which causes confusion for students and staff. Institutions are strongly encouraged to start exchanging data as soon as their connections are activated and to inform their partners in case of a delay.

For more information on how the EWP Network functions, you can take a look [here](#).



## Joining the EWP Network

You do not join or register to the EWP network personally, your institution does. EWP-functionalities need to be integrated in the software used to manage mobility. Your institution has three options to [join the EWP network](#):

- Via a [3rd party mobility management software](#);
- Via an [in-house software](#);
- Via the [EWP Dashboard](#).

Once your institution has decided on how it will join the EWP network, you must follow specific steps to activate your institution's connection. The specific steps depend on the selected option and are described in the above links. The role of [EWP admin](#) is essential for all three connection options. The EWP admin is the staff member authorised to manage your institution's connection to the EWP network via the EWP Registration Portal. The EWP Registration Portal is an online service that gives your institution control over how it is represented in the EWP network. This means that the EWP admin will enter information on what system your institution is using so data can be correctly exchanged between your institution and your partners. The EWP admin can also change the EWP settings for his/her institution if needed at any stage. In the near future, EWP Dashboard users will also manage their EWP connection via the EWP admin. Until then, this is managed on their behalf by the operator of EWP Dashboard.

## The structure of the agreement

Inter-institutional agreements are concluded between two higher education institutions and are required for certain Erasmus+ activities: student mobility for studies (including short-term blended mobility) and staff mobility for teaching. They can also be concluded for student mobility for traineeships and staff mobility for training if the institutions wish. The minimum programme requirements and rules for inter-institutional agreements are provided in the [official inter-institutional agreement template](#). The required data structure for digital inter-institutional agreements is described in the tech-

nical documentation. A non-technical translation can be found in the final section of this guide.

Digital Inter-institutional agreements in Erasmus+ have two main purposes for beneficiaries; practical information provision (factsheet information) and establishing mutual commitment to the negotiated cooperation conditions of the partnership.

The purpose of the factsheet is to serve as a digital replacement of the "PDF factsheets" that have been commonly used by the higher education community to share practical information. The main advantage of sharing digital factsheets through the EWP network is that it allows your partners and their students to always have the most recent information about your institution available at their fingertips whenever needed. The [information provided in the factsheet](#) must be made available by the sending institution to prospective mobile students. Institutions must update information in the factsheet in a timely manner when there is a change to the factsheet. This is particularly important in the case of updates relating to academic or additional requirements for incoming students since these can impact the internal selection of students to be nominated in the coming academic year. The factsheet is applicable to all inter-institutional agreements so any changes will automatically be reflected in all agreements.

The [cooperation conditions section](#) contains the basis for students and staff mobility and is the main section that both partners need to agree upon before approving the agreement leading to a valid basis for mobilities.

### The inter-institutional agreement contains of two parts



#### FACTSHEET

This part contains **general institutional information relevant for all bilateral intra-European inter-institutional agreements of a single higher education institution. The requested information must be filled in in order for all partner institutions to receive it through the EWP network**

**Factsheets can be updated as needed. For example, when there is a change in contact information or deadlines the relevant fields can be updated. Factsheet updates do not require an approval via the EWP network.**



#### COOPERATION CONDITIONS

This part contains **the negotiated terms and conditions of each bilateral agreement, forming a valid basis for Erasmus+ mobilities between the institutions. For example, how many mobile students and staff to exchange each academic year, in which fields of education and what language level participants must have in order to study or teach at the partner institution. Once the partners have defined the scope, terms and conditions of the partnership, they need to be shared via the EWP network and approved by both partners.**

## Exchanging agreements via the EWP network

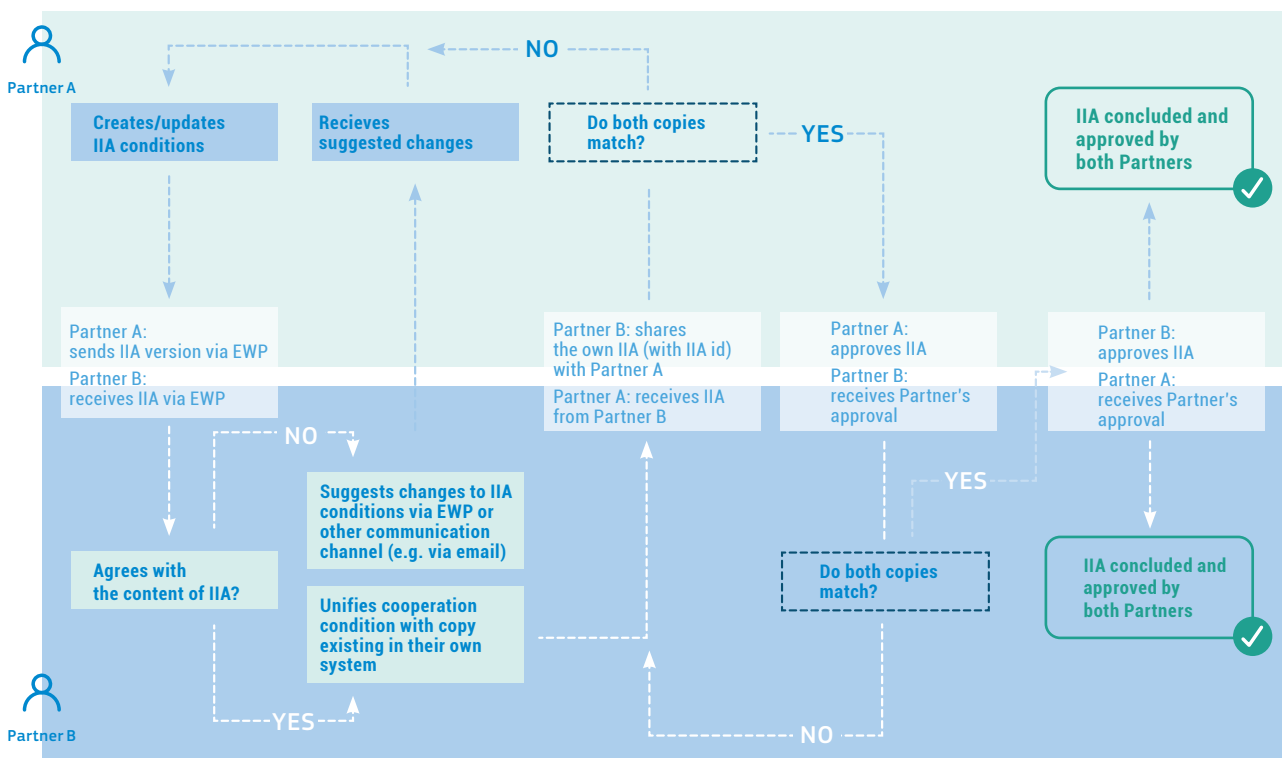
Each institution must start by providing the factsheet information. You will need to do this step only once. After this first step is completed, you can proceed to conclude the cooperation conditions of inter-institutional agreements with your selected partners. The factsheet information will be shared with your partners when you exchange the inter-institutional agreement (meaning both the factsheet and the cooperation conditions) via the EWP network. This means there is one factsheet for all your agreements and you do not need to provide this data every time you set up a new agreement.

When your institution has determined the cooperation conditions of a partnership, meaning in which education fields you will exchange students and staff, the total number of students and staff you can exchange each academic year etc. you can proceed to formalise the partnership via the EWP network. You will need to decide outside the EWP network which partner will initiate the process via the EWP network. This is done by one partner filling in the agreed terms in the relevant data

fields in its system. After this, the initiating partner will share the cooperation conditions with the other partner via the EWP network. In this step, the agreement is received by the other partner and, depending on the system, imported or mapped to one of their own agreements. It also depends on the local system whether this process is done automatically or manually by checking certain fields and performing an action to link together the inter-institutional agreements.

Before approving the agreement both you, or your partner, can propose changes to the content of the agreement by making modifications in your systems. When you propose changes, the updated version of the agreement needs to be shared with your partner institution to match the versions. When both sides are satisfied with the agreement (meaning: both partners agree and have the same content of the agreement in their systems), it is ready to be finalised by the digital approval of the agreement.

The standard scenario of inter-institutional agreement exchange is as follows. The flow below is somewhat simplified assuming partner A agrees with the suggested changes from partner B:



During the process of concluding inter-institutional agreement, there are stages leading to the final version that is approved by both partners.

They are as follows:

**Draft:** an agreement not yet shared via the EWP network (it's in your system only, not visible to the partner institution);

**Shared by you/shared by partner:** an agreement that is initiated by you or the partner via the EWP network and ready for approval or modification by the other party;

**Approved by you/approved by partner:** an agreement that was approved in EWP by one of the parties;

**Approved by all:** an agreement approved by both partners that becomes the basis for mobility.

In general, the above stages are displayed in the same or similar way in the different systems connected to the EWP network. Differences in names of the statuses do not have an impact on the inter-institutional agreement exchanges.

## Erasmus+ requirements

Institutions are expected to conclude inter-institutional agreements digitally via the EWP network, as stipulated in the [Erasmus Charter for Higher Education \(ECHE\) 2021-2027](#). The minimum programme requirements and rules for inter-institutional agreements are provided in the [official Erasmus+ inter-institutional agreement template](#). All institutions need to comply with the minimum requirements and the data exchanges supported via the EWP network. Digital inter-institutional agreements offer the opportunity to have a common data set and remove the need to manage different data and procedures with different partners. The required data structure for digital inter-institutional agreements is described in the technical EWP documentation and a non-technical translation is included in the final section of this guide.

Institutions are strongly encouraged not to request any additional data from their partners beyond the scope of data exchanges supported via the EWP network, thereby further contributing to the simplification of the Erasmus+ programme as a whole. This can mean that internal administrative processes need to be adapted to align with the EWP network. Institutions adding additional requirements and rules at the level of their institution need to be aware that this can add complexity for their partners and it cannot be managed via the EWP network. Therefore it is highly recommended to consider removing any additional requirement or administrative steps.



[Official inter-institutional agreement template](#)  
[Practical guidelines: implementing digital inter-institutional agreements](#)

### The duration of inter-institutional agreements

The current Erasmus+ programme period is from 2021-2027. However, the [inter-institutional agreement template](#) includes a reference to the duration of agreements from 2022-20[29]<sup>1</sup>. The reason for this reference is that the funds awarded under the final call of the programme period in 2027 can be used by beneficiaries for the next 26 months. Concretely, this means that you can fund mobilities under this final programme call also in the academic years 2027/28 and 2028/29. Therefore, it is recommended to include the academic year 2028/29 in the duration of your inter-institutional agreements to keep the option open to exchange students without additional administrative efforts in the transition to a new programme period.

<sup>1</sup> Although the current Erasmus+ programme started in 2021, the validity start is from call 2022. This is due to the fact that because of the COVID-pandemic, the European Commission extended the validity of existing agreement for KA131 mobilities by one year, i.e. year covering also mobilities funded under the 2021 Call.

Timeframe	Call year	Academic year
Start of validity	2022	2022/23
End of validity	2027	2028/29

You can also agree with your partner to have an inter-institutional agreement that does not last the whole programme period. In such cases, you and your partner will enter a start and end academic year within the programme period duration into your agreement.

An agreement is always concluded for consecutive academic years. In the exceptional case that the partners agree to have a gap in the agreement, e.g. only accept students every other academic year, partners must specify the academic year(s) or any other period in which no mobility can be accepted in the ["other terms"](#) section of the inter-institutional agreement.

### Blended intensive programmes and inter-institutional agreements

Erasmus+ funded student and staff mobility organised in the context of blended intensive programmes (BIP) follows the same requirements as any other Erasmus+ mobility in higher education. This means that an inter-institutional agreement must exist between the sending and receiving institutions of any Erasmus+ funded participants. There is no programme requirement to have specific or additional inter-institutional agreement concluded for each BIP, provided that at least one agreement already exists between the sending and receiving institutions. In other words, from the moment one inter-institutional agreement exists between a sending and a receiving institution, they have the possibility to award Erasmus+ (blended) short-term mobility grants to participants for any BIP that may be organised in the future. This can be done regardless of the specific scope defined in the cooperation conditions since there is no requirement to define specific numbers or duration for blended mobility participants in inter-institutional agreements.



#### BLENDED MOBILITY CHECKBOX

The purpose of the "checkbox" is to allow partners to confirm their mutual interest to exchange participants in blended mobility as part of a blended intensive programme or individually organised mobility during the agreed duration of the agreement. It is also to have an overview of such interest when looking into options for BIP partnerships.

If partners have not confirmed their mutual interest at the time of approving an inter-institutional agreement but later on wish to organise blended mobility or a blended intensive programme, they can do so based on the existing agreement.

When there is no existing bilateral agreement between sending and receiving institutions for BIP-participants, the partners must set up an inter-institutional agreement, which can be for a specific blended intensive pro-

gramme if they wish to limit the partnership to a one time cooperation. You can find more information in the section about dealing with exceptional scenarios: see [inter-institutional agreement for blended intensive programmes only](#).

## Approving an inter-institutional agreement

For the time being and until eSignature becomes a function more widely available across Erasmus+ programme countries, approval by both parties in the EWP network is considered as the equivalent of an electronic signature confirming institutional commitment, provided the institutional legal representative has given an internal mandate for this purpose. If necessary, due to local rules or regulations, a legal representative can sign inter-institutional agreements on top of the EWP approval outside the network. In such exceptional cases, institutions are encouraged to sign digitally and in full compliance with eIDAS legislation. Including an additional signature is purely an internal process and does not impact the validity of the EWP approvals. In terms of sequence, additional internal signatures must be obtained as a first step and as a second step, the inter-institutional agreement is approved via the EWP network, after which it is considered final and in effect.

Any additional required signatures/stipulations of the agreement result from the design of the local system and their internal use should be clarified with the specific system provider.



**My institution and our partner institution have both approved the inter-institutional agreement via the EWP network, does this constitute a valid agreement?**

**Yes, the agreement is valid. Approval by both parties via the EWP network is sufficient for the inter-institutional agreement to be considered as valid to award Erasmus+ funds.**

## Modifying an inter-institutional agreement

When partners want to change an already approved agreement, e.g. to allow more mobility participants per academic year or expand it to other fields of education, the inter-institutional agreement can be renegotiated. Modifications of existing agreements should be done early enough for partners to prepare their internal selections of mobility participants and must be done no later than January in the preceding academic year. It is up to the partners to agree on the procedure before formally modifying the agreement in EWP.

Exceptional changes such as agreeing on increasing the number or duration of the mobilities or cooperation in another field of education for a specific term or aca-

ademic year, do not need to be recorded via EWP. From the programme perspective, the arrangements made outside of the network (e.g. via email communication) are sufficient for exceptional one-time changes if both partners wish to be flexible in this regard. Otherwise, partners can proceed with the standard modification of the inter-institutional agreement via EWP.

When partners opt for a formal modification of an agreement in EWP that was approved by both partners, a record of the previous version from the approved agreement must be kept in both systems. A new version (e.g. with modified participant numbers) will need to be approved by both parties before the new cooperation conditions come into effect. If there is no approval of the new version, the existing approved agreement should be reverted based on the earlier approved agreement. Depending on your system, this will be an automatic step or a manual exercise. Please be aware that the January deadline is not enforced via the EWP network, institutions should make sure to communicate with their partner in a timely manner.

*Modification of agreements will be supported via EWP from spring 2024 onwards. Also see [introduction](#).*

## Terminating inter-institutional agreements

Partners may decide to terminate an inter-institutional agreement early and it is up to the partners to agree on the procedure. However, in the event of a unilateral termination, a notice of at least one academic year must be given to the partner. 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. You must first notify the partner about a termination via regular communication channels, e.g. e-mail. This guarantees absolute clarity for both parties that an agreement will be terminated and when. The termination is then carried out via the EWP network as the final step. The requirement to notify a partner at least one academic year in advance applies to the initial notification and not the termination via the EWP network.

When an agreement is terminated it is essential to keep it in the records of both institutions, especially when any Erasmus+ funded student mobilities for studies or staff mobility for teaching activities have taken place during the period the agreement was in force. Such activities can only be funded if there is a valid inter-institutional agreement in force during the mobility periods and this is subject to monitoring by Erasmus+ National Agencies. Such monitoring can take place several years after the mobilities.

*Termination of agreements will be supported via EWP from spring 2024 onwards. Also see [introduction](#).*

## Clarifications about certain fields

### Email and phone numbers in the factsheet section

In the factsheet part of the inter-institutional agreement there are several tables where email and phone numbers are requested: application procedure, inclusion and accessibility, housing, visa, insurance and additional info. Based on user feedback those fields became optional in the latest version of the [inter-institutional agreement template](#).

*Email addresses and phone numbers are currently mandatory fields in EWP. This will be addressed in one of the next EWP updates. Also see [introduction](#).*

### Academic requirements for nominations

The academic requirements for nominations should be provided only if applicable.

In this section institutions can clarify any specific academic requirements when it comes to nominations. For example, the students need to have completed at least 90 ECTS at the time of departure.

### Additional requirements

The additional requirements should only be provided if applicable.

Additional requirements could be used to indicate specific requirements for incoming applicants, e.g. that they need to provide a transcript of records, motivation letter, recommendation letter or other specific information for the incoming formal application to the receiving institution (if applicable). In doing so, students can already anticipate what is expected in terms of application requirements at the receiving institution and prepare said documents.

### Additional information

Given the importance of (automatic) recognition, full transparency on the recognition process, both towards outgoing students and (potential) partners is required. Therefore, you need to provide a link to a website containing information about the recognition process at your institution.

The additional information section can also be used to include any other useful information. It is recommended to add any information that would be helpful from your partner's point of view, that is not part of the standard factsheet info. Some more examples are included in the [exceptional scenario's section](#).

### Field of education

The field of education follows the ISCED-F 2013 standard. A 4-digit narrow code must be used for indicating the field of education. It is highly recommended to use the codes from the most recent [Beneficiary Module data dictionary](#). Each of the fields of education (also referred to as ISCED codes), has a standard description (see Beneficiary Module data dictionary). At the level of EWP data exchanges, only the code itself is exchanged (e.g. 0511), the description is standard (e.g. Medicine for code 0912) and might be visible depending on how your system is designed.

The field of education is the designated subject area at the receiving institution. In most cases this area will correspond with the area of the mobile students' home degree but exceptions are possible (e.g. in the context of trans/multidisciplinary studies).

One mobility flow in the agreement can have multiple fields of education. In the example below there is one place for the fields of biology (0511) and mathematics (0541). Both fields share this 1 mobility spot.

From	To	Field of education	#of students
Institution X	Institution Y	0511; 0541	1

In case of an "open agreement" (e.g. an institution wide agreement), the field of education can be left empty (the field is not required) signalling that the partnership is not restricted to any specific field(s). Also see section on [multidisciplinary inter-institutional agreements](#).

### Field of education - Clarification

In some cases the field of education (based on the 4-digit narrow fields included in the [Beneficiary Module data dictionary](#), see above) might not be specific enough. The field of education – clarification could be used to further specify the area of studies. For example ISCED 0232, the field indicating literature and linguistics, might require further specification of the language(s) in the field of education – clarification field. Or for 0913 nursing and midwifery the clarification field can be used to indicate the spots on the agreement are for midwifery.

The field of education – Clarification is not meant to add the standard description or to have elaborate additional conditions or comments. The "other terms" field could be used for this purpose (see [Other terms](#)).

### Student mobility for studies – total months

The optional field to indicate the duration of the mobility period sets the total number of months (the combined maximum duration) for all the students indicated in the



agreement under "total number of students". It is an indication of the number of "terms" that the students can stay for their exchange where the number of months per term should be calculated according to the academic calendar of the host institution. For example: an agreement with 2 students for 10 months, indicates that each student can stay for 1 term (5 months).

The total number of months is optional to put the main focus on the number of participants (number of students). It allows for more flexibility with duration which varies in terms of months (lengths of terms, academic years).

This means in general, where the number of months are included, both the number of students and the total number of months should not be exceeded. An agreement with two students for 10 months (total months value is 20) allows for less flexibility (maximum of two students being mobile for a maximum of 10 months each) than an agreement with four students for the same total number of months (20) (four students being mobile for 5 months each or two students being mobile for 10 months each or one student for 10 months and 2 students for five months each).

agreement you must provide the recommended language skills.

If you are not aware of the language skills requirement of your partner at the time of initiating the agreement, you can only include the recommended language skills for your own institution when sending the agreement. Your partner can complement the language skills applicable at their institution which then should be updated on your side as well (depending on your system this will be an automatic or a manual step).

*Recommended language skills is an optional field in the current version of EWP. Also see [introduction](#).*

## Other terms

In this field, institutions must highlight any specific information related to the terms of the agreement, such as:

- institution y only accepts exchange students in the second term;
- institution x requires students to take at least 60% of courses in faculty y;
- clarification if the agreement is for a specific blended intensive programme only;
- any other condition or relevant information.

## Dealing with exceptional scenarios

### Dealing with different deadlines for different departments/faculties

You can provide one nomination/application deadline for incoming students for your institution in the factsheet to be shared via the EWP network. It is not possible to provide a deadline for each faculty. If your institution does not have harmonised deadlines for nominations and application across the institution, you can add more details in the [additional information](#) section.

### Indicating different campuses

The [additional information](#) section in the factsheet can also be used to indicate different campuses located in various city areas or outside of the city. Partners and students must be well informed about possible locations when planning the exchanges.

The other terms field from the cooperation conditions can be used to indicate the right campus or city for a specific agreement. For example, your institution has campuses in different cities offering studies in law. Via the other terms field, you should indicate that the agreement is only valid for campus x.

### STUDENT MOBILITY FOR STUDIES

From the programme perspective, an IIA with cooperation condition set as below (4 students for a total of 20 months) allows for a certain flexibility.

#### Cooperation condition

From: Erasmus code of your partner institution  
To: Erasmus code of your institution

Student Mobility for Studies  
(Total number of students)

4

Student Mobility for Studies  
(Total number of students)

20

calculation recommended according to number of months per term/ academic year at the hosting HEI



NOTE: Both values – Total number of students and Total number of months – are recommended to be treated as maximum that should not be exceeded.

Based on such cooperation condition you can host

4 students for a term  
 $4(\text{students}) \times 5(\text{months})$

or

2 students for a year  
 $2(\text{students}) \times 10(\text{months})$

or

1 student for a year  
 $1(\text{students}) \times 10(\text{months})$   
and (+)  
2 students for a term  
 $2(\text{students}) \times 5(\text{months})$

*Total duration is a mandatory field in the current version of EWP. Also see [introduction](#).*

## Recommended language skills

The recommended language skills are a part of the cooperation conditions. The language skills are a must for student mobility for studies and staff mobility for teaching. When such mobility types are added to the

## Limiting mobility to one term

Indicating a deadline for both the spring and the autumn term is required. In case exchanges are only accepted in the spring or autumn term, the same deadlines can be added for both terms and this can be further clarified in the [additional information](#) section (applicable for all agreements) or in the [other terms](#) of the cooperation conditions (applicable for the specific agreement).

## One/multiple nomination/application deadlines

The factsheet information to be exchanged between partners does include mandatory fields for nomination and application deadlines for both the spring term and the autumn term. Institutions that only have one nomination and/or application deadline, can use the same dates for both the spring and autumn term and also clarify in the [additional information](#) section.

In case there are multiple deadlines, you should include the earliest deadline and specify all other deadlines in the [additional information](#) section..

## Inter-institutional agreement for blended intensive programme only

As indicated in the section on [blended intensive programmes and inter-institutional agreements](#) there is no programme requirement to have specific or additional inter-institutional agreement concluded for each BIP, provided that at least one agreement already exists between the sending and receiving institutions. Institutions are encouraged not to create additional inter-institutional agreements if it can be avoided.

However, there can be cases where having a specific agreement for a blended intensive programme is needed.

### Specific agreement for blended intensive programmes

When there is no existing bilateral agreement between sending and receiving institutions for BIP-participants, institutions must set up an inter-institutional agreement. If this is the case they might want to set up a specific agreement for blended intensive programmes (that is not a part of any other agreement established between the institutions). Therefore the institutions can conclude a "normal" inter-institutional agreement for student mobility for studies/staff mobility for teaching.

The EWP data model only includes months to indicate the total duration for student mobility for studies. For BIP-specific agreements, institutions can opt for one of the following options

1. **Leave the total number of months field empty** (it is optional to have duration).
2. **Multiply the number of participants by the number of days of the physical mobility and add a rounded number in the total number of months field.**

It is recommended to use the first option.

To make sure that there are no misunderstandings between the partners, additional information can be added in the "other terms" field as an addition to the "blended mobility checkbox".

### Multilateral BIP-agreements

As BIPs need to be implemented by at least three higher education institutions, some institutions prefer to create a multilateral BIP-consortium agreement. From the Erasmus+ Programme perspective this is not needed as the only requirement is the existence of an inter-institutional agreement between the sending and the receiving institutions. As EWP does not (yet) support multilateral agreements, institutions that aim for multilateral agreement can use the [editable multilateral inter-institutional agreement template](#).

#### Do we need to conclude a separate agreement for a blended intensive programme?

Blended intensive programmes can be organised within existing inter-institutional agreements between partner HEIs, as there is no programme requirement to conclude a separate agreement for this purpose. Multilateral inter-institutional agreements are not supported by EWP yet, so if there is an internal need to create this kind of agreement, it should be created outside of the EWP.



## Multidisciplinary inter-institutional agreement

In the case of the desire to create a multidisciplinary agreement, institutions can follow two main scenarios:

### 1. Create an inter-institutional agreement with multiple ISCED codes.

It is possible to create one inter-institutional agreement including several fields of education within the same cooperation condition. When the number of mobility spots on the agreement is limited, e.g. one spot for three fields of education, this implies that only one student can be mobile in one of the three fields of education. If the number is higher, e.g. nine spots for three fields of education, this implies flexibility at the

sending institution to nominate nine students for one field, or they can further distribute students across the three fields.

## 2. Create an “open” inter-institutional agreement, without specified ISCED codes.

Institutions have the possibility not to include any field of education in their agreement. This implies that those institutions are willing to accept students in any field. This possibility can be used for institution-wide agreements in the context of European University Alliances where incoming students are welcomed for any field.

## Multilateral inter-institutional agreement

In the current implementation, it is not possible to conclude multilateral inter-institutional agreements via the EWP network. Taking into account a recent [council recommendation](#) that included a reference to digitalising multilateral partnerships, DG EAC is analysing the best way forward. The approach will of course be discussed via the official EWP governance bodies.

## Unconcluded inter-institutional agreement

In the next EWP upgrade a protocol will be agreed upon on deleting inter-institutional agreements that were never approved. It will allow institutions to clean up their agreements that were never approved by both parties

- In case an inter-institutional agreement cannot be concluded because of technical issues, it is highly recommended to report an interoperability issue at the [ESCI Service Desk](#).
- In case technical problems are blocking the conclusion of an inter-institutional agreement via EWP, it is acceptable to conclude the agreement on paper. However, when the interoperability issues are resolved, the agreement should be finalised via the EWP.
- When it is impossible to finalise the agreement, it is recommended to delete/remove the unconcluded agreement from the network (with the IT support), and create a new one.

## Fields to be exchanged via Erasmus Without Paper

### First part – factsheet

The factsheet contains general information applicable to all bilateral intra-European inter-institutional agreements of a single higher education institution and must be shared with all partner institutions through the Erasmus without Paper Network. The general information must be accessible to students as well and updated as needed. Factsheet updates do not require approval since only the cooperation conditions of each agreement are subject to approval of both partners.

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
<b>SECTION INSTITUTIONAL INFO</b>			
Name of the institution	m	Text	
Erasmus code	m	Text	The beginning of an Erasmus code has a fixed form: one or two characters indicating the country followed by two or one blanks (apart from Ireland starting with three characters and no blanks). The format is as follows: X- -XXXX01, YY-YYYY01; IRLXXXX01.
Department	o	Text	
Contact details email	m	Valid email addresses following «[^\s@]+@[^\s]+\.[^\s]+» pattern	This is a general contact point relevant for exchange students. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>
Contact details phone	m	E.164 format (with the leading «+» sign)	This is a general contact point relevant for exchange students. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>
Website general	m	URL	This is a general contact point relevant for exchange students. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>
Website faculty/faculties	o	URL	
Course catalogue	m	URL	Link to the course catalogue. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>
<b>CALENDAR</b>			
Incoming nominations - autumn term	m	MM/DD	To make it consistent over the years of the cooperation (no need for yearly updates) only day and month are requested.
Incoming nominations - spring term	m	MM/DD	To make it consistent over the years of the cooperation (no need for yearly updates) only day and month are requested.
Incoming applications - autumn term	m	MM/DD	To make it consistent over the years of the cooperation (no need for yearly updates) only day and month are requested.
Incoming applications - spring term	m	MM/DD	To make it consistent over the years of the cooperation (no need for yearly updates) only day and month are requested.

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
<b>APPLICATION PROCEDURE</b>			
Application procedure - email	o	Valid email addresses following "[^@]+@[^\.]+\.[^\.]+/" pattern	Email address for incoming students who have questions about the application procedure. <i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Application procedure - phone	o	E.164 format (with the leading "+" sign)	Phone number for incoming students who have questions about the application procedure. <i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Application procedure - website	m	URL	Link to a webpage with information for incoming students about the application procedure.
<b>ACADEMIC REQUIREMENTS FOR NOMINATIONS – SECTION ITSELF IS OPTIONAL</b>			
Requirement name	m	Text	An example that can be included here are the number of ECTS credits the nominated students must have completed. Also see <a href="#">academic requirements for nominations</a> section.
Details	o	Text	More elaborate description of the requirements.
Website for information	m	URL	Website with more information (also relevant for students).
<b>ADDITIONAL REQUIREMENTS – SECTION ITSELF IS OPTIONAL</b>			
Requirement name	m	Motivation letter (PDF); Transcript of Records (PDF); Language certificate (PDF); Reference letter (PDF); Portfolio (PDF or URL); CV (PDF or URL - for Europass CV); Other document (PDF)	Name should match one of the options from the format field. Also see <a href="#">additional requirements</a> section.
Details	m	Text	More elaborate description of what is required for the specific requirement.
Website for information	o	URL	Website with more information (also relevant for students).
<b>DECISION</b>			
The institution will send its decision within [x] weeks, and no later than 5 weeks	m	Integer (number)	The institution should indicate a time frame for making a decision whether to accept the student between 0 and 5 weeks starting from the nomination deadline. The application deadline for incoming students should be considered as well.
<b>INCLUSION AND ACCESSIBILITY – INFRASTRUCTURE</b> <i>This section is currently optional in EWP. Will be revised in the next round of EWP updates.</i>			
Available infrastructure name	m	Text	
Description of the infrastructure	o	Text	
Contact details - email	o	Valid email addresses following "[^@]+@[^\.]+\.[^\.]+/" pattern	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Contact details - phone	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Website for information	m	URL	

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
<b>INCLUSION AND ACCESSIBILITY: SUPPORT</b>			
<i>This section is currently optional in EWP. Will be revised in the next round of EWP updates.</i>			
Available support services	m	Text	
Description of the support services	o	Text	
Contact details - email	o	Valid email addresses following "[^@]+@[^\.]+\.[^\.+]"/> pattern	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Contact details - phone	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Website for information	m	URL	
<b>HOUSING</b>			
Contact details - email	o	Valid email addresses following "[^@]+@[^\.]+\.[^\.+]"/> pattern	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Contact details - phone	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Website for information	m	URL	
<b>VISA</b>			
Contact details - email	o	Valid email addresses following "[^@]+@[^\.]+\.[^\.+]"/> pattern	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Contact details - phone	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Website for information	m	URL	
<b>INSURANCE</b>			
Contact details - email	o	Valid email addresses following "[^@]+@[^\.]+\.[^\.+]"/> pattern	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Contact details - phone	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Website for information	m	URL	
<b>ADDITIONAL INFORMATION: RECOGNITION PROCESS AT THE SENDING INSTITUTION</b>			
<i>This section is currently optional in EWP. Will be revised in the next round of EWP updates.</i>			
Information on	m	Text	<i>Also see additional information <a href="#">section</a>.</i>
	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
email	o	Valid email addresses following "[^@]+@[^\.]+\.[^\.+]"/> pattern	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
phone	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
website	m	URL	

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
<b>ADDITIONAL INFORMATION: OTHER USEFUL INFO – SECTION ITSELF IS OPTIONAL</b>			
Information on	m	Text	Also see <a href="#">additional information</a> section.
email	o	Valid email addresses following "[^@]+@[^\.]+\." pattern	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
phone	o	E.164 format (with the leading "+" sign)	<i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
website	m	URL	
<b>TRANSCRIPT OF RECORDS</b>			
A transcript of records will be issued by the institution no later than [x] weeks after the assessment period has. It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines.	m	Integer (number)	The institution indicates a number of weeks (not exceeding 5) to issue the transcript of records.

## Second part - Cooperation conditions

Cooperation conditions are defined and entered for each inter-institutional agreement and approved by both partners. This part is the foundation of each inter-institutional agreement. The information entered in this part cannot be changed after the agreement has been approved, unless agreed by both partners. Agreed changes are mutually confirmed by approval in EWP. The partners commit to amend the table below in case of changes in the agreed mobility numbers by no later than the end of January in the preceding academic year.

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
<b>PARTNERS</b>			
Partner 1 hei-id	m	SCHAC	Technical institutional identifier used in EWP.
Partner 2 hei-id	m	SCHAC	Technical institutional identifier used in EWP.
Department partner 1 id	o	ounit-id	Technical identifier for departments used in EWP.
Department partner 2 id	o	ounit-id	Technical identifier for departments used in EWP.
<b>IIA IDENTIFIERS</b>			
When an institution shares an IIA via EWP the identifiers for the IIA (id & code) at the institution sharing the IIA must be shared. The partner who receives the IIA and responds, should map the identifiers to an agreement in its own system and share the identifiers (id & code) from the same IIA in its own system as well. To approve the IIA, both sets of identifiers must be exchanged			
IIA id partner sharing	m	EWP surrogate key	Technical identifier of the inter-institutional agreement.
IIA code partner sharing	m	EWP natural key	"Human readable" identifier of this inter-institutional agreement.
IIA id other partner	c	EWP surrogate key	Technical identifier of the inter-institutional agreement.
IIA code other partner	c	EWP natural key	"Human readable" identifier of this inter-institutional agreement.
<b>DURATION OF THE AGREEMENT</b>			
From academic year	m	YYYY/YYYY	Earliest starting date is 2021/2022.
To academic year	m	YYYY/YYYY	At latest 2028/2029. Also see <a href="#">Duration of inter-institutional agreements</a> .

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
<b>STUDENT MOBILITY NUMBERS PER ACADEMIC YEAR – THE SECTION ITSELF IS OPTIONAL</b>			
From	m	Erasmus Code	The beginning of an Erasmus code has a fixed form: one or two characters indicating the country followed by two or one blanks (apart from Ireland and Luxembourg starting with three characters and no blanks). The format is as follows: X- -XXX01, YY-YYYY01, IRLXXX01.
To	m	Erasmus Code	The beginning of an Erasmus code has a fixed form: one or two characters indicating the country followed by two or one blanks (apart from Ireland and Luxembourg starting with three characters and no blanks). The format is as follows: X- -XXX01, YY-YYYY01, IRLXXX01.
Field of education	o	ISCED fields of study, 4 digits	One mobility flow could include different <a href="#">fields of education</a> . The field of education based on ISCED-F 2013 standards. It is strongly recommended to use 4-digit codes that are included in the <a href="#">Beneficiary Module data dictionary</a> .
Field of education – clarification	o	Text	Also see the <a href="#">field of education – clarification</a> section.
Level of education	o	EQF level 1-8	The level of education from the student at the time of departure based on the European Qualifications Framework: - Short cycle (EQF level 5) - Bachelor or equivalent first cycle (EQF level 6) - Master or equivalent second cycle (EQF level 7) - Doctorate or equivalent third cycle (EQF level 8).
Student mobility for studies - students	m	Numeric value	The number of students per academic year for student mobility for studies. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>
Student mobility for studies - total months	o	Numeric value	The <a href="#">total number of months</a> available for all students included in the student mobility for studies - students field. <i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Student mobility for traineeships - students	o	Numeric value	The number of students per academic year for student mobility for traineeships.
Student mobility for traineeships - total months	o	Numeric value	The <a href="#">total number of months</a> available for all students included in the student mobility for traineeships – students field.
Blended mobility option for students	m	Check-box	This check-box can be selected in order to confirm mutual interest to also exchange students in blended mobility. Also see the <a href="#">blended intensive programme</a> section.



Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
<b>RECOMMENDED LANGUAGE SKILLS STUDENT MOBILITY</b>			
Field of education	o	ISCED fields of study, 4 digits	The <a href="#">field of education</a> based on ISCED-F 2013 standards. It is strongly recommended to use 4-digit codes that are included in the <a href="#">Beneficiary Module data dictionary</a> .
Language of instruction 1	m	BCP 47 code of the language	For <a href="#">student mobility for studies</a> at least one language needs to be included in the agreement. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>
Language of instruction 2, 3, 4...	o	BCP 47 code of the language	Optional second, third, forth... language of instruction.
Recommended language level	c	Cefr-level: A1 to C2	The level required for students.
<b>STAFF MOBILITY NUMBERS PER ACADEMIC YEAR – THE SECTION ITSELF IS OPTIONAL</b>			
From	m	Erasmus Code	The beginning of an Erasmus code has a fixed form: one or two characters indicating the country followed by two or one blanks (apart from Ireland and Luxembourg starting with three characters and no blanks). The format is as follows: X- -XXX01, YY-YYYY01; IRLXXX01.
To	m	Erasmus Code	The beginning of an Erasmus code has a fixed form: one or two characters indicating the country followed by two or one blanks (apart from Ireland and Luxembourg starting with three characters and no blanks). The format is as follows: X- -XXX01, YY-YYYY01; IRLXXX01.
Field of education	o	ISCED fields of study, 4 digits	The <a href="#">field of education</a> based on ISCED-F 2013 standards. It is strongly recommended to use 4-digit codes that are included in the <a href="#">Beneficiary Module data dictionary</a>
Field of education – clarification	o	Text	Also see the <a href="#">field of education – clarification</a> section.
Staff mobility for teaching - staff	m	Numeric value	The number of staff per academic year for staff mobility for teaching. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>
Staff mobility for teaching - total days	o	Numeric value	The total number of days available for all staff included in the staff mobility for teaching – staff field. <i>This field is currently mandatory in EWP. Will be revised in the next round of EWP updates.</i>
Staff mobility for training - staff	o	Numeric value	The number of staff per academic year for staff mobility for training.
Staff mobility for training - total days	o	Numeric value	The total number of days available for all staff included in the staff mobility for training – staff field.
Field of education	o	ISCED fields of study, 4 digits	The <a href="#">field of education</a> based on ISCED-F 2013 standards. It is strongly recommended to use 4-digit codes that are included in the <a href="#">Beneficiary Module data dictionary</a> .
Language of instruction 1	m	BCP 47 code of the language	For staff mobility for teaching at least one language needs to be included in the agreement. <i>This field is currently optional in EWP. Will be revised in the next round of EWP updates.</i>

Name of the field	Mandatory (m) / Conditional (c) / Optional (o)	Type of field	Short description of the field (where relevant)
Language of instruction 2, 3, 4...	o	BCP 47 code of the language	Optional second, third, forth... language of instruction.
Recommended language level - Staff mobility for teaching	c	Cefr-level: A1 to C2	The level required for staff.
<b>CONTACT PERSONS FOR A SPECIFIC AGREEMENT - THE SECTION ITSELF IS OPTIONAL</b>			
The institutions can indicate a specific contact person in EWP if they wish for the agreement to facilitate e.g. information provision on administrative contacts at faculty level for mobility agreements. A change of contact person does not require approval unlike all other changes in the cooperation conditions.			
Institution	m		
email	o	Valid email addresses following "^[^@]+@[^\.]+\.\.+"/> pattern	
phone	o	E.164 format (with the leading "+" sign)	
<b>OTHER TERMS</b>			
Other terms	o	Text	Also see the <a href="#">other terms</a> section.
<b>SIGNING INFO – THE SECTION ITSELF IS OPTIONAL</b>			
singing-contact	o	Text	Also see the <a href="#">section on approving an inter-institutional agreement</a> .
signing-date	o	YYYY/MM/DD	Also see the <a href="#">section on approving an inter-institutional agreement</a> .
<b>PDF DOCUMENT – OPTIONAL TO BE EXCHANGED</b>			

