



EUROPEAN
UNIVERSITY OF
TECHNOLOGY



COMMON ERASMUS OFFICE AGREEMENT

ENGLISH VERSION

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BETWEEN the following other partners:

University of Technology of Troyes (France), whose headquarters are located 12 rue Marie Curie - 10000 Troyes, France, represented by its Director, Mr Pierre KOCH,

Hochschule Darmstadt, University of Applied Sciences of Darmstadt (Germany), whose headquarters are located at Haardtring 100, 64295 Darmstadt, represented by its President, Mr Ralph STENGLER,

Rīgas Tehniskā universitāte, Technical University of Riga (Latvia) with its seat at Kaļķu iela 1, Rīga, 1658, represented by its Rector Leonīds RIBICKIS,

Technological University Dublin, whose registered office is at North Circular Road 191 Park House Grangegorman, Dublin D07 EWW4, represented by its President David FITZPATRICK,

Технически университет София Technical University of Sofia (Bulgaria) with seat at Kliment Ohridsky Bd 8, Sofia 1000, represented by its Rector Ivan KRALOV,

Τεχνολογικό Πανεπιστήμιο Κύπρου, Cyprus University of Technology (Cyprus) with its seat at Archbishop Kyprianos 31 Savings Cooperative Bank Building 3rd Floor, Lemesos 3036, represented by its Rector Panayiotis ZAPHIRIS,

Universidad Politécnica de Cartagena, Technical University of Cartagena (Spain), with registered office at Plaza del Cronista Isidoro Valverde, Edificio la Milagrosa, Cartagena 30202, represented by its Rector Beatriz MIGUEL HERNÁNDEZ,

Universitatea Tehnică din Cluj-Napoca, Technical University of Cluj-Napoca (Romania) with seat at Str Memorandumului 28, Cluj-Napoca 400114, represented by its Rector Vasile ȚOPA.

Hereinafter referred to as "the partners".

Where a provision applies indiscriminately to the "Coordinator" and the "Partners", in the context of this Agreement, they shall be collectively referred to as the "Partners".

The initiative or project "European University of Technology" is also referred to by its acronym "EUT+".

All the active partners for the development of the project are also called "the Alliance".

FIRST OF ALL, THE FOLLOWING IS SET OUT:

Having regard to the second call for Erasmus+ "European Universities" projects,

Having regard to the application file for this call for projects and its annexes, which the partners submitted on 26 February 2020,

Having regard to Grant Agreement N°101004088 (Annex 2) signed by the partners and the European Commission on 16 October 2020,

In the event of a conflict between the terms of this agreement and the Grant Agreement, the terms of the Grant Agreement shall prevail.

HAVING STATED THIS, IT IS AGREED AND DETERMINED AS FOLLOWS:

Purpose of the Document

This document is a deliverable for Task 5.1 “Student Mobility”, within the WP5 “Beyond Mobility: Feeling at Home at Every Campus” and constitutes an agreement between the EUT+ Partners for the official establishment of a Common Erasmus Office. Staff mobility is taken care of in Task 5.2 and consequently left out of the scope of this document. Similarly, mobilities between EUT+ members and global non-EU partners are the focus of Task 7.3, dedicated to the development of global hubs. Consequently, matters related to the staff and non-EU mobilities can be found respectively in Task 5.2 and Task 7.3 deliverables.

However, while the division of the work in WPs and tasks encourages a certain separation during the preparation and initial steps of our Common Erasmus Office, we do not impose boundaries between Europe and the rest of the world nor between staff and students.

1 Our Mission and Vision

1.1 Vision

Student mobility is standard in EUT+, an integral part of our common identity that reinforces the sense of belonging in the EUT family. The common Erasmus Office fully staffed, fully operational and with adequate funding provides a seamless and inclusive experience to all students and staff moving between the EUT+ campuses. Students are empowered and motivated to move from one campus to another based on sound academic criteria that suit their individual learning paths and training needs, while at the same time improve their linguistic skills and immerse in cultural activities, feeling at home in every campus.

1.2 Mission

Our mission is to inspire and support our students and staff to participate in mobilities across the 8 campuses. Kickstarting intra EUT mobilities will provide participants a glimpse of future EUT learning and teaching experience and the magnitude of our ambition.

Our focus, at launch, is to support our Local Mobility Offices to build capacity and seamlessly integrate EUT processes to their daily business in a beneficial and step-by-step approach that we help the EUT alliance achieve its collective goals set for mobility.

At EUT level we design, test, and implement services for mobile students and staff that are inclusive by default and allow a simple, fast, and straightforward process to live and study to any campus of the EUT. At the same time, we build our Student Ambassadors network.

2 Key Strategic Objectives

2.1 Design, test and implement policies, processes and procedures providing the support needed to the Local Erasmus Offices to improve the quality and quantity of mobility periods while at the same time provide the necessary flexibility and expandability to reach the targets set in the growth plan, and maintain it

2.2 Facilitate student and staff mobility while ensuring adequate funding

2.3 Introduce/complete the various EUT types of student and staff mobilities within the targets set by the growth plan

2.4 Create a vibrant student ambassadors' community fully engaged in making every student of EUT, feeling at home at every campus.

2.5 Advocate for the creation of an Eut+ Semester Abroad embedded into the culture of each institution of the Alliance

2.6 Ensure equality, diversity and inclusion of mobile staff and students with the support of the EUT+ International Team Coordinating Office, as described in Deliverable D2.1.1.

2.7 Improve the environmental sustainability of the Mobilities between the campuses

3 Yearly Targets and KPIs

The overall mobility targets agreed for 2022 and subsequent years will be clearly defined and subject to available funding.

The progress of mobility flows will be monitored by quantitative indicators of mobility. A close monitor of the various indicators in real time will allow allocating resources in a more efficient way to address issues that may arise. Examples performance indicators are listed below, to be monitored in absolute and relative terms, for a better understanding of the impact.

- Total Number of students applied for an EUT mobility
- Number of students applied for an EUT mobility per destination
- Number of students applied for an EUT mobility per type of mobility
- Total Number of approved mobilities
- Number of approved mobilities per semester
- Number of approved mobilities per destination
- Number of planned mobilities per type of mobility
- Total number of planned mobilities
- Number of planned mobilities per semester
- Number of planned mobilities per destination
- Number of planned mobilities per type of mobility
- Number of students received additional financial/other support based on each institution mobility participants inclusion strategy
- Total number of EUT mobility related events
- Number of Study at EUT related events per campus
- Number of feeling at home at EUT related events per campus
- Total number of Student Ambassadors
- Number of Student Ambassadors per destination
- Number of students received linguistic support at destination

Among these, we consider the relative number of approved mobilities as the most relevant KPI.

4 Key Resources

4.1 Human Resources

The Common Erasmus Office will act from the start as an overarching structure, a central link for mobility between the campuses. The team of Officers that will be assigned to the Common Erasmus Office tasked to run the day-to-day operations shall be:

- One Officer from each of the 8 EUT+ partners
- The WP5 task leaders or representative namely from CUT, RTU and UTT.
- One student Ambassador from each EUT+ campus

Each partner will appoint an Officer with relevant expertise and experience suitable to assume the role and responsibilities of the Office. The composition of the office staff will take into account the aim of gender balance, equity, diversity and inclusiveness.

Officers will receive detailed job descriptions before assuming formal duties.

Student Ambassadors working in close collaboration with the Officers are tasked to increase the outreach of EUT+ mobility opportunities within the local student community and at EUT+ level, connect the local buddy systems.

4.2 Agreements to enable Mobility between EUT+ Partners

We, the EUT+ partners, understand that our ambition to build EUT+ goes beyond the traditional bilateral agreements. Establishing a Common Erasmus Office is necessary to coordinate the mobility between EUT+ campuses.

We agree that all EUT+ partners shall take the administrative steps necessary to support our growth plan and enable mobility between the EUT+ campuses. Furthermore, will be striving for maximum flexibility to mobile students' course selection regardless of the faculty offering said courses.

All available funding sources for mobility will be sought and utilized. Depending on the funding framework specific or ad hoc bilateral agreements maybe be signed in the spirit of our special relationship.

4.3 Digital Infrastructure

4.3.1 Digital Tools for the Management of the Common Erasmus Office

At launch, existing online collaboration tools will be utilized for team collaboration including but not limited to Whaller. In parallel, the team will provide valuable feedback to the work carried out in WP6 in terms of business processes, data exchange and systems interoperability requirements to rapidly build a tailored made digital tool for the Common Erasmus Office.

4.3.2 EUT+ Mobility Portal

A dedicated, GDPR compliant portal will be launched to serve as a single digital point of entry to EUT campuses. Through the portal interested students and staff, responding to relevant calls for participation, will be able to apply for an EUT+ mobility. Additional services will be added to the platform when ready aiming to provide one-stop shop experience for mobility to the EUT+ community.

Decisions about a more stable and final selection of the digital tool that will serve the mobility portal will be taken upon reflection on the experience gained after the first year of operation of the portal, the requirements for compliance with the Erasmus Digital Infrastructure (EWP, European Student Card, Edugain, etc), the progress in various WPs and especially WP3 and WP6 and the results of task 5.3.

4.4 EUT+ Common Erasmus Mobility Office Space (s)

Each EUT partner Institution will indicate a specific space or spaces that will host the operations of the Officers of the Common Erasmus Office.

This space would act as a physical meeting point to provide services to interested students and staff and will host meetings related to the operations of the Common Erasmus Office. The space will be decorated in accordance with the EUT+ Brand Identity.

4.5 Budget

The EUT+ partners will provide the necessary resources required for the Common Erasmus Office to carry out its functions. In general terms:

- a) Mobility Grants will be allocated by each institution in accordance with the growth plan and the deliverables 5.1.2 and 5.1.3
- b) The Officers recruited to run the day-to-day operations will be assigned by their home institutions
- c) Each institution will fund all EUT+ related events and activities to foster mobility and to provide linguistic and cultural support to mobile students and staff.
- d) The first version of the portal and the cost for first year of operation of the EUT+ Mobility Portal will be provided by CUT.

4.6 Linguistic and Cultural Support

At EUT+, the linguistic and cultural support is organized by the International Teams Coordinating Office (ITCO), as described in its Terms of Reference (D2.1.1). Both offices will work closely, as members of Erasmus Common Office are ex-officio member of the ITCO.

5 Branding and Communication

Branding and communication will be coordinated with the Editorial Task Force and the communication teams, as described in the WP7 deliverables related to the positioning, statement, communication strategy, and working structure (D7.1.1, D7.1.2 and D7.2.1).

5.1 Branding

Mobility is standard in EUT+. It is a vital part in achieving real impact towards the European Education Area. Mobility at EUT+ is designed in a way that ensures the common European values and demonstrates the strengths of the European Universities initiative in shaping the future of education in Europe. It is a long ride home and we want to acknowledge and celebrate each and everyone's contribution. Therefore, we will differentiate EUT+ mobilities from the normal international student exchanges. The new branding of "intra-EUT+" mobilities reflects the importance of our student pioneers.

Student mobilities for studies are now called:

“EUt+ Original Travel pass” powered by the Erasmus Programme

All other types of mobilities are branded as:

“EUt+ Development [Mobility Type] pass” in [EUt+ Partner] powered by the Erasmus Programme

5.2 Communication Channels

All messages prepared by the Officers of the Common Erasmus Office will be coordinated with the EUt+ Editorial Task Force, and communicated via the corresponding EUt+ and partner institution’s digital channels...

5.3 Events

The action plan for promotional events to foster mobility is described in D5.1.4. The Officers of the Common Erasmus Office will coordinate all joint events including International Study Abroad Fairs at each campus and Erasmus Days.

6 Types of Mobilities Supported

The Common Erasmus Office will support various types of mobilities that cater to the needs of individual students, researchers, and Staff. The types of mobilities described below may not be available to all EUt+ campuses from the start. Information about the available types of mobilities per campus will be communicated each semester to the EUt+ community.

6.1 EUt+ Original Travel

Our flagship mobility option provides a mobility period for studies for at least a full semester in EUt+ partner campuses. We consider it the best option available for real immersion within the partner institution and the local culture and language. Moreover, it fits perfectly to our commitment for Green Mobilities since the long duration of stay helps offset travel related carbon emissions.

An extended list of pre-selected courses available at each campus will allow for a rich academic experience, providing an early view on our plans for mobility embedded curricula. Semester by semester it is expected that the list of courses will grow and eventually students will be able to have the full EUt+ experience.

6.2 EUt+ Development Intensive Programmes and Summer/Winter Schools

Students, especially those that are unable to travel for extended periods of time due to personal commitments and or difficulties will have the opportunity to participate in Blended Learning Intensive Programmes and experience the opportunities provided across the 8 campuses during the Summer or Winter breaks.

EUt+ Partners are committed to extend the traditional academic calendar to be able to provide all year mobility opportunities to EUt+ students.

6.3 EUT+ Development Internships Programmes

An international internship is a magnificent way to receive a double learning experience, thanks to the immersion of the student in the environment of another organization (industry, association administration, etc.), together with the international factor. We will facilitate the international internships making it natural for the EUT+ riders to go for an apprenticeship abroad.

6.4 EUT+ Development Research Experience Traineeships

A research traineeship specifically designed for Master and PhD students of EUT alliance. The idea is for interested students to join a research group to gain research-oriented experience at a partner University by working with current research projects in the group.

Research Groups each year announce available positions within specific research topics and job descriptions through their respective International Office or the Common Erasmus Office when set.

Each Research Group will set the criteria and minimum qualifications for accepting students. The Research Group may ask for a recommendation letter or academic CV or a transcript of records.

Students cannot propose a specific research topic. Only the academic supervisor of the student can suggest research subjects to partner research groups.

All applications will be screened by the relevant research group that will either accept, accept with the condition to follow a qualification course ie. Research methods or reject the application.

The minimum duration of the traineeship will be 3 months during the academic calendar (Fall/Spring Semester) and 2 months during Summer.

EUT Research experience students will be enrolled in a research module with ECTS credits corresponding to the expected duration of stay and workload

6.5 EUT+ Development Summer Bootcamp for Bachelor Students

A combination of soft skills training with hands-on project experience in partner Universities Research Groups for undergraduate students.

Project experience is expected to fit the curriculum of the student. Therefore, an arrangement between Departments will be sought.

Students will start the Summer Bootcamp with a short intensive bootcamp either on employability or entrepreneurship skills coupled with health and safety instructions and industry awareness. After the bootcamp, students will be split in small teams and work on specific projects within the relevant research group supervised by a mentor.

The duration of the bootcamp/traineeship will be 2.5 months, subject to changes according to the calendar at each institution A certificate will be awarded to all participating students that complete the whole period and submit their project. The receiving institution will sign individual learning agreements for the students, and it is the responsibility of the home university to transfer of ECTS credits (if any).

6.6 EUT+ Development Short-term project and Thesis study visits

Short-term mobility designed for students that their curriculum cannot accommodate a full semester abroad provided that suitable match and or supervisor will be found within one of hosting institution programmes.

Instead of a full semester a student or a group of students can apply for a short-term project or a specific period during their thesis (research and or writing stage).

The minimum duration for undergraduates and master students is 2 months. No minimum duration for PhDs.

The length and the start will be adjustable to fit the semester and curriculum at home university.

Students will be able to request to attend courses in parallel during that period according to the hosting institutions regulations.

The short-term project – thesis study visits can be scheduled within the duration of the academic calendar excluding the winter and summer breaks.

Students are expected to work/study in the university premises and attend mandatory weekly meetings with a suitable academic supervisor. The supervisor will be responsible for monitoring the progress of the project and provide feedback. At the end of the project period a written evaluation will be passed to the student documenting the extent of achievement of the learning goals.

6.7 Thematic Staff Weeks and Teaching/Research Visits

The rational, themes and processes are described in the “Incentive Plan for all staff mobility” (D5.2.1)

7 Policies

7.1 Student Mobilities

7.1.1 General Rules

7.1.1.1 The Common Erasmus Office will announce a Call for Applications for Mobility within EUT+ shortly after the start of each academic year. Information Sessions and promotional events will be organized by Local Mobility Offices in every campus.

7.1.1.2 Students will apply through the EUT+ Mobility Portal and all applications will be processed centrally

7.1.1.3 The call for applications will be open until the end of each academic calendar and students can apply anytime.

7.1.1.4 There will two internal administrative cut-off dates per institution. The first will be the deadline for accepting applications for the Autumn Semester and the second for the Spring Semester. There will be no nomination period.

7.1.1.5 All applications will be processed as they come based on the set criteria.

7.1.1.6 At least 25% of available mobilities will be distributed to eligible students under each EUT+ partners inclusion strategy

7.1.1.7 At each EUT+ destination for every mobility period a minimum of 2 slots will be reserved for students arriving from all EUT+ partners. There is no maximum ceiling.

7.1.1.8 In case there are no available spots in the preferred destination for the particular mobility period, the applicant is offered a choice of differing to the next available mobility period or select his/her second choice or withdraw the application. Based on his/her decision either an EUT+ Pass is issued, or his/her application is rejected.

7.1.1.9 Once all slots in a particular destination for a particular mobility period are filled then the option will be marked as full.

7.1.1.10 Local Mobility Offices will have full access in real-time to all steps of the application process.

7.1.1.11 Local Mobility Offices have the final decision regarding the acceptance or rejection of all applications.

7.2 Staff and Non-EU Mobilities

As introduced in the purpose of this document, our work on staff mobilities is coordinated in T5.2. The rational, themes and processes are described in the “Incentive Plan for all staff mobility” (D5.2.1).

Other mobilities between EUT+ campuses and global partners are described in T7.3 Global Gateway Strategic Document (D7.3.2).

8 Progress Reviews

Establishing the Common Erasmus Office is an iterative process that expands dynamically as we achieve the various milestones set towards the full roll-out of EUT+. Over time, the Common Erasmus Office will improve its existing offerings and add services necessary to realise its vision and mission.

The Common Erasmus Office will capitalize on the pipeline of new services already discussed in WP2, WP4 and WP5 and from new educational offerings prepared in WP3.

The progress review board will be meeting every 4 months to review the performance of the Common Erasmus Office and coordinate actions between the Common Erasmus Office and the Local Mobility Offices.

The progress review board will be comprised by:

- The Directors of the EUT+ partners Mobility Offices and
- The Leaders of WP2, WP3, WP4 and WP5

9 Roll out

EUT+ partners will designate the Officer(s) to be seconded by the 01/11/2021. The seconded Officers will assume duties on 1st December 2021 and the Common Erasmus Office will launch the 1st Call for Applications on 01/11/21.

10 Decision making

Decisions are taken as far as possible by broad agreement, unanimity is preferred. If a vote is requested, all members have one vote. Decisions are approved by 2/3 majority of members

present. Where there is a significant difference of opinion this must be recorded in the meeting minutes.

11 Reporting

At EUT+ level, the Erasmus Common Office should report to the Steering Committee. Upon agreement, the Office may prepare communiqués for dissemination and communication to other stakeholders.

12 Transparency and communications

Once approved, the EUT+ Erasmus Common Office minutes will be available in a common digital platform (currently Whaller) for consultation by all EUT+ participants. Requests from outside of EUT+ for the minutes will be considered in accordance with the EUT+ data protection policy.

13 Language

Each member may speak the language of their choice in the meetings. When necessary, interpreters and translation tools can be used.

14 Duration

This agreement shall enter into force on the day of its signature by all the Partners.
This agreement shall remain in force for the life of the alliance.

15 Amendments

Any amendment to this Agreement must be made in writing by means of an amendment to the Agreement, and shall come into force once signed by the authorized legal representatives of all parties. No oral agreement may bind the parties to this effect.

16 Conflict resolution

In the event of a conflict between the project partners arising from the interpretation or application of this Agreement or in connection with the activities contained herein, the parties involved shall make every effort to reach an amicable settlement quickly and in a spirit of good cooperation. The modalities of the amicable settlement are indicated in the project as submitted at the time of application to the European Commission.

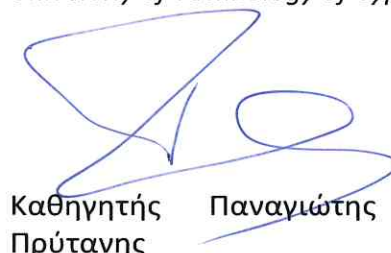
This Agreement is governed by French law, which is the law of the country of the coordinator. In the event of a dispute over matters under this Agreement, which cannot be resolved by amicable settlement, the matter shall be submitted to the jurisdiction of the country of the coordinator.

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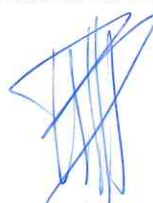
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