

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

**Inter-institutional agreement 2014-20[21]**  
**between institutions from**  
**Programme and Partner Countries**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

**A. Information about higher education institutions**

<b>Full name of the institution / country</b>	<b>Erasmus code or city<sup>1</sup></b>	<b>Contact details<sup>2</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
FH JOANNEUM University of Applied Sciences	A GRAZ 09	+43 316 5453-8820; <a href="mailto:international@fh-joanneum.at">international@fh-joanneum.at</a>	<a href="http://www.fh-joanneum.at">www.fh-joanneum.at</a>
Instituto Tecnológico de Costa Rica	ITCR	+506 2550 2067; <a href="mailto:exchangeprogramtec@itcr.ac.cr">exchangeprogramtec@itcr.ac.cr</a>	<a href="http://www.tec.ac.cr">www.tec.ac.cr</a>
[...]			

<sup>1</sup> Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement.



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## B. Mobility numbers<sup>3</sup> per academic year

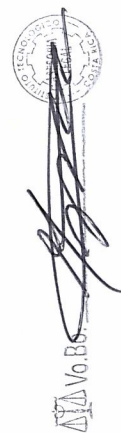
The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *  [Not relevant for 2015 and 2016]
A GRAZ 09	ITCR	0413	Business	2 <sup>nd</sup>	5 months	
ITCR	A Graz 09	0413	Business	2 <sup>nd</sup>	5 months	

[\*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
A GRAZ 09	ITCR	0413	Business	5 days	
ITCR	A GRAZ 09	0413	Business	5 days	

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)




### C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A GRAZ 09	ITCR	English	Spanish	B1	B2
ITCR	A GRAZ 09	Spanish	English	B2	B2

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

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless,

<sup>4</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

#### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.



*A*

- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

## E. Additional requirements

Students who come to Austria must pay the Austrian student union fee by national legislation. At the time of signature, the amount is 18,70 Euro (eighteen Euro seventy cent).

FH JOANNEUM has the infrastructure to welcome students and staff with disabilities.

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

## F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term [month]	Spring term [month]
A GRAZ 09	20 May	20 October
ITCR	30 April	30 September

2. The receiving institution will send its decision within 2 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This agreement can be terminated by both sides in writing, at least 1 year before the termination. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## G. Information

### 1. Grading systems of the institutions

**Austrian grades:** Excellent (1), outstanding performance with only minor errors – Good (2), generally sound work but with some errors – Satisfactory (3), fair but with a number of notable errors – Sufficient (4), performance meets the minimum criteria – Unsatisfactory (5), further work required before the credit can be awarded

**Tecnológico grades:** The grade scale used in Tecnológico de Costa Rica goes from 1 to a 100, the minimum grade to pass the class is 70.



According with the Costa Rican Higher Education Agreement to unify the credit definition, a credit corresponds to 3 hours of student work per week, during 15 weeks. These hours can be applied to an activity supervised, evaluated and approved by the professor.

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
A GRAZ09	international@fh-joanneum.at +43-316-5453-8820	www.fh-joanneum.at/int
ITCR	<a href="mailto:exchangeprogramtec@itcr.ac.cr">exchangeprogramtec@itcr.ac.cr</a> +506 2550-2067	<a href="http://www.tec.ac.cr">www.tec.ac.cr</a>

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
A GRAZ09	international@fh-joanneum.at +43-316-5453-8820	www.fh-joanneum.at/int
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## 4. Housing

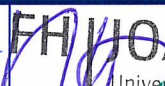
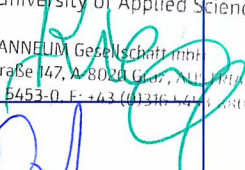
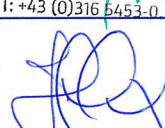

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.




Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
A GRAZ09	international@fh-joanneum.at +43-316-5453-8820	www.fh-joanneum.at/int
ITCR	<a href="mailto:exchangeprogramtec@itcr.ac.cr">exchangeprogramtec@itcr.ac.cr</a> +506 2550-2067	<a href="http://www.itcr.ac.cr">www.itcr.ac.cr</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>5</sup>
A GRAZ09	Karl Peter PFEIFFER, Rector  Günter RIEGLER, Director	28-03-17	  <b>FH JOANNEUM</b> University of Applied Sciences FH JOANNEUM Gesellschaft mbH Alte Poststraße 147, A-8020 Graz, 7111 T: +43 (0)316 5453-0 F: +43 (0)316 5453-1111
ITCR	Julio Calvo  Rector		  <b>TEC</b>   Tecnológico de Costa Rica Rectoría



<sup>5</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation





# ANNEX

to the Cooperation Agreement between


**FH JOANNEUM Gesellschaft mbH  
and  
Instituto Tecnológico de Costa Rica**

We herewith agree that the Cooperation Agreement between the two parties, which was **signed in 2010**, shall be renewed for further **5 years until 2021**. All the Articles agreed upon in the original agreement shall also be applied. Since FH JOANNEUM has changed into the Bachelor – Master system with its degree programmes, the cooperation shall include Bachelor and Master programmes.

  
TEC | Tecnológico de Costa Rica  
Rectoría

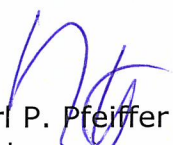
Julio C. Calvo Alvarado  
Rector  
Instituto Tecnológico de Costa Rica

Date 27 FEB 2017

  
Roberto Guzmán Gutiérrez  
Director Internacional Office  
Instituto Tecnológico de Costa Rica

TEC | Tecnológico de Costa Rica  
DIRECCION DE COOPERACION

Date 27 FEB 2017

  
Karl P. Pfeiffer  
Rector  
FH JOANNEUM Gesellschaft mbH

FH | JOANNEUM  
University of Applied Sciences

FH JOANNEUM Gesellschaft mbH  
Alte Poststraße 147, A-8020 Graz, AUSTRIA  
T: +43 (0)316 5453-0, F: +43 (0)316 5453-8801

Date 28-03-2017

  
Günter Riegler  
Managing Director  
FH JOANNEUM Gesellschaft mbH

Date 28-03-2017

  
  
Verbo.



**ANEXO**

al Acuerdo de Cooperación entre  
**FH Joanneum Gesellschaft mbH**  
Y  
**Instituto Tecnológico de Costa Rica**

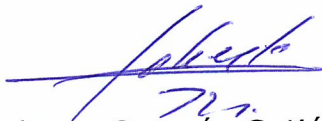
Por la presente, de acuerdo en que el Acuerdo de Cooperación entre las dos partes, que se firmó en 2010, se renovará por otros 5 años hasta 2021. También se aplicarán todos los artículos acordados en el acuerdo original. Desde FH Joanneum ha cambiado en la Licenciatura - sistema principal con sus programas de grado, la cooperación incluirá, Licenciatura y programas de Master.

  
TEC | Tecnológico de Costa Rica  
Rectoría

Julio C. Calvo Alvarado  
Rector  
Instituto Tecnológico de Costa Rica

Fecha

27 FEB 2017

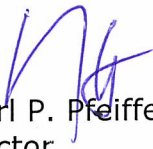


Roberto Guzmán Gutiérrez  
Director de Cooperación Internacional  
Instituto Tecnológico de Costa Rica

TEC | Tecnológico de Costa Rica  
DIRECCION DE COOPERACION

Fecha

27 FEB 2017



Karl P. Pfeiffer  
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Fecha

28-03-2017



Günter Riegler  
Director General  
FH Joanneum Gesellschaft mbH

Fecha

28-03-2017

  
  
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