

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016-2018 between institutions from programme and partner countries

[Minimum requirements]²

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 the higher education institutions

Full name of the institution / country	Erasmus code or city ³	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
TTK University of Applied Sciences Estonia	EE TALLINN06	Ms. Triin Thalheim	triint@tktk.ee , tel. +372 666 4556; +372 5270519	www.ttkk.ee/en ; http://www.ttkk.ee/en/international-relations/international-courses

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

Rajamangala University of Technology Phra Nakhon Thailand	Bangkok	Ms.Kanchana Luepong	kanchana.l@rmutp.ac.th tel. +668 9994 5959	http://www.rmutp.ac.th
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B. Mobility numbers⁴ per academic year

The agreement is signed for the period 2015/2016 – 2016/2017. The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]
Rajamangala University of Technology Phra Nakhon Thailand	TTK University of Applied Sciences Estonia	0723	Textile Chemistry Technology	1 st (=Bachelor level)	1X5 months
TTK University of Applied Sciences Estonia	Rajamangala University of Technology Phra Nakhon Thailand	0723	Textile Chemistry Technology	1 st (=Bachelor level)	1X5 months

⁴ 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>)

[*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
TTK University of Applied Sciences EE TALLINN06	Rajamangala University of Technology Phra Nakhon Bangkok	0723	Textiles and Textile Engineering	1X5 days	-
Rajamangala University of Technology Phra Nakhon Bangkok	TTK University of Applied Sciences EE TALLINN06	0723	Textile Chemistry Technology	1X5 days	-

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]	Optional: Subject area	Main language of instruc-	Additional language of instruc-	Recommended language of instruction level ⁵

⁵ See Common European Framework of Reference for Languages

or city]		tion	tion	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Rajamangala University of Technology Phra Nakhon Bangkok	0723 Textiles and Textile Engineering	Thai	English	B1	B2
TTK University of Applied Sciences EE TALLINN06	0723 Textiles and Textile Engineering	Estonian	English	B1	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**⁶ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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

E. Any additional requirements

Both 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	Autumn term	Spring term
TTK University of Applied sciences EE TALLINN 06	May 15 th	November 15 th
Rajamangala University of Technology Phra Nakhon Bangkok	August 15 th	January 15 th

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The modifying or terminating the inter-institutional agreement shall be agreed by both parties. In the event of unilateral termination, a notice of at least one academic year should be given. 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

TTK University of Applied Sciences:

<http://www.ttkk.ee/en/international-relations/erasmus-student/grading-scale>

Rajamangala University of Technology Phra Nakhon:

<http://www.rmutp.ac.th>

2. Visa

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

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

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
TTK University of Applied sciences EE TALLINN 06	triint@tktk.ee , tel. +372 666 4556	http://www.vm.ee/en/applying-visa-schengen-area
Rajamangala University of Technology Phra Nakhon, Bangkok	kanchana.l@rmutp.ac.th tel. +668 9994 5959	http://www.rmutp.ac.th

3. Insurance

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

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

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
TTK University of Applied sciences EE TALLINN 06	triint@tktk.ee , tel. +372 666 4556	http://www.ttkk.ee/en/international-relations/erasmus-student/practical-information
Rajamangala University of Technology Phra Nakhon, Bangkok	kanchana.l@rmutp.ac.th tel. +668 9994 5959	http://www.itfd.rmutp.ac.th

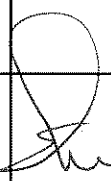
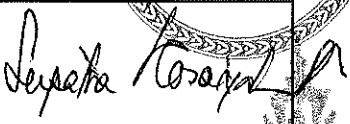

4. Housing

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 (e-mail, phone)	Website for information
TTK University of Applied sciences EE TALLINN 06	triint@tktk.ee , tel. +372 666 4556	http://www.ttkk.ee/en/international-relations/erasmus-student/practical-information
Rajamangala University of Technology Phra Nakhon, Bangkok	kanchana.l@rmutp.ac.th tel. +668 9994 5959	http://www.itfd.rmutp.ac.th

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
TTK University of Applied sciences EE TALLINN 06	PhD. Enno Lend, Rector	18.01.2017	
Rajamangala University of Technology Phra Nakhon, Bangkok	Assoc. Prof. Supatra Kosaiyakanon, President	24/01/2017	 



Mobility Agreement Staff Mobility For Teaching¹

Planned period of the teaching activity: from 21/01/2017 till 27/01/2017

Duration (days) — excluding travel days: 7

The teaching staff member

Last name (s)	Tuulik	First name (s)	Diana
Seniority ²	intermediate	Nationality ³	estonian
Sex [M/F]	F	Academic year	2016/2017
E-mail	diana@tktk.ee		

The Sending Institution/Enterprise⁴

Name	TTK University of Applied Sciences		
Erasmus code ⁵ (if applicable)	EE TALLINN06	Faculty/Department	Clothing and Textil
Address	Pärnu mnt. 62 10135 Tallinn	Country/ Country code ⁶	ESTONIA
Contact person name and position	Triin Thalheim Specialist of International Relations	Contact person e-mail / phone	<u>triint@tktk.ee</u> +372 666 4556 +372 52 70 519
Type of enterprise:		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

Name	Rajamangala University of Technology Phra Nakhon	Faculty/Department	Textiles and Fashion Design/ Textile Chemistry technology
Erasmus code (if applicable)	-		
Address	517 Nakhonsawan Rd Dusit, Bangkok, Thailand	Country/ Country code	THAILAND
Contact person name and position	Dr.Phairat Punyacharroennon Vice Dean	Contact person e-mail / phone	Phairat.p@rmutp. ac.th



Erasmus+

**Higher Education:
Mobility Agreement form**
Participant's name

For guidelines, please look at the end notes on page 3.



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁷: 0723

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme: 20-50

Number of teaching hours: 8

Language of instruction: english

Overall objectives of the mobility: Promote student exchange and increase cooperation between TTK/UAS and RMUTP.

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Deeper understanding about partner institutions common interests to develop cooperation and research-work in the field of clothing and textile.

Content of the teaching programme: Introduction the Estonian educational system and curricula in the field of clothing and textile in TTK.

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

Future cooperation of teachers and students exchange.



II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education Institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member

Name: Diana Tuulik

Signature:

Date: 06.01.2017

The sending institution/enterprise

Name of the responsible person: Mare-Ann Perkmann

Signature:

Date: 09.01.2017

The receiving institution

Name of the responsible person:

Signature:

Date: 24.01.2017



¹ In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁵ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁷ The **ISCED-F 2013 search tool** (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁸ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.