



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[21]-20[27] in:

- [KA131](#)
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](#)² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)³ and in line with the technical standards of the [European Student Card Initiative](#)⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
UNIVERSIDAD DE SEVILLA	E SEVILLA01	Erasmus Office: Administrative contact: Tel: 34 954551420 Mail address: relint4@us.es INSTITUTIONAL COORDINATOR: Carmen Vargas Macías vinternacional@us.es	www.us.es www.us.es/vivir-la-us/centros-y-departamentos www.us.es/estudiar/que-estudiar
THE UNIVERSITY OF NEW MEXICO United States of America	Albuquerque	Todd Karr Director of Education Abroad and National Exchange 2120 Mesa Vista Hall, MSC06 3850, 1, University of New Mexico Tel: +1-505-277-4032 tmkarr@unm.edu geo@unm.edu	General: https://global.unm.edu Faculty/faculties: https://directory.unm.edu/departments/ Course catalogue: https://catalog.unm.edu/#/home

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁷ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
E SEVILLA01	THE UNIVERSITY OF NEW MEXICO Albuquerque	0731 Arquitectura y Urbanismo	Grado en Fundamentos de Arquitectura	1 ^o /2 ^o	2	6	2	7
THE UNIVERSITY OF NEW MEXICO Albuquerque	E SEVILLA01	Architecture	BAA, M Arch, MS Arch, Minor	Undergraduate and Graduate	2	6	2	7
		Environmental Planning and Design	BAEPD					

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

Receiving institution [Erasmus code or city]	Subject area <i>(Optional)</i>	Language of instruction 1	Language of instruction 2	Student Mobility <i>[Minimum recommended level in at least one of the languages: B1]</i>	Staff Mobility <i>[Minimum recommended level in at least one of the languages for teaching: B2]</i>
E SEVILLA01		Spanish		B2 Spanish	B2 English / B2 Spanish
THE UNIVERSITY OF NEW MEXICO Albuquerque		English		B2 https://international.unm.edu/english-proficiency.html	B2 https://international.unm.edu/english-proficiency.html

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
Not mandatory (KA131)	

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

D. Calendar

Calendar:

E SEVILLA01

<https://www.us.es/calendario-academico>

Calendar:

THE UNIVERSITY OF NEW MEXICO
Albuquerque

Autumn Term: from August to December – Deadline March 31

Spring Term: from January to May – Deadline October 31

<https://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html>

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
E SEVILLA01	DEADLINE FOR APLICATION: JUNE 30TH	DEADLINE FOR APLICATION: NOVEMBER 30TH
THE UNIVERSITY OF NEW MEXICO Albuquerque	Deadline March 31	Deadline October 31

The receiving institution will send its decision within [4] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E SEVILLA01	Relint14@us.es	https://www.us.es/internacional/oficina-welcome/antes-de-llegar
THE UNIVERSITY OF NEW MEXICO Albuquerque	Exchange@unm.edu	https://iss.unm.edu/students/coming-to-unm/exchange-students-info.html

<http://servicio.us.es/academica/normativa-documentacion>

<http://www.us.es/downloads/acerca/normativa/normativa-examenes.pdf>

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Have completed at least 120 hours at the university of origin.	
CV		
Motivation letter		
Inclusion measures ⁹		
Other		

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹⁰.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

⁹ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E SEVILLA01	sacualojamiento@us.es	https://sacu.us.es/spp-servicios-alojamiento
Language Support			
Visa	E SEVILLA01	sacuextranjeros@us.es	incoming assistance visas https://sacu.us.es/extranjeria
Insurance		relint14@u.es relint21@us.es relint23@us.es	European sanitary card https://sacu.us.es/extranjeros-llegada
Inclusion of participants with fewer opportunities	- Reduced mobility - Hearing impairments - Visual impairments - ...	sacucapacidad@us.es	https://sacu.us.es/ne-programas-movilidad
Mentoring			
Alumni information			
Accommodation	THE UNIVERSITY	housing@unm.edu	https://housing.unm.edu/

Language Support	OF NEW MEXICO Albuquerque	exchange@unm.edu	https://celac.unm.edu/
Visa		exchange@unm.edu	https://isss.unm.edu/students/coming-to-unm/exchange-students-info.html
Insurance		exchange@unm.edu	https://isss.unm.edu/students/coming-to-unm/exchange-students-info.html
Inclusion of participants with fewer opportunities		exchange@unm.edu	https://isss.unm.edu/students/coming-to-unm/exchange-students-info.html
Mentoring			

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

[Normativa reconocimientos y equivalencias.](#)

<http://www.us.es/downloads/acerca/normativa/normativa-examenes.pdf>

MADRID 26: https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en

UNM - All passed coursework completed at an outside institution will first transfer to UNM as general elective credit in the CR/NC grading mode. Students seeking a specific type of credit for graduation requirements (ex: English 101) have the option to request course equivalency with the appropriate academic department.

The UNM Office of the Registrar makes the final decision on how study abroad credits will transfer to UNM. Academic departments oversee transfer course equivalency. <https://registrar.unm.edu/>

The recognition of mobility activities for undergraduate studies will be carried out by issuing an Academic Certificate provided by the host institution where the subjects/activities carried out, corresponding ECTS and grades obtained are recorded.

Staff mobility stays will be included in the worker's resume.

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
E SEVILLA01		http://servicio.us.es/academica/normativa-documentacion
THE UNIVERSITY OF NEW MEXICO Albuquerque		https://registrar.unm.edu/transcripts/index.html

9. Any other information regarding the terms of the agreement (optional)

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10. Termination of the agreement

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹²
E SEVILLA01	Carmen Vargas Macías Vicerrectora de Proyección Institucional e Internacionalización		  Carmen Vargas (Feb 13, 2025 08:09 GMT+1)
ON BEHALF OF THE REGENTS OF THE UNIVERSITY OF NEW MEXICO Albuquerque	Nicole Tami Executive Director of Global Education Initiatives		

¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation










U. SEVILLA_MOVILIDAD_VINCULACION_2024_32 - ERASMUS - UNM Edits_JRP (004)

Final Audit Report

2025-02-13

Created:	2025-02-12
By:	Todd Karr (tmkarr@unm.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeb2cJEcUR7jCnUsLbCtrwmlLzOzq74R4

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-  Document created by Todd Karr (tmkarr@unm.edu)
2025-02-12 - 10:17:57 PM GMT- IP address: 129.24.159.182
-  Document emailed to Nicole Tami (ntami@unm.edu) for signature
2025-02-12 - 10:20:24 PM GMT
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2025-02-12 - 10:44:28 PM GMT- IP address: 104.47.56.126
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2025-02-13 - 6:23:00 AM GMT- IP address: 150.214.13.109
-  Signer relint4@us.es entered name at signing as Carmen Vargas
2025-02-13 - 7:09:01 AM GMT- IP address: 81.36.43.50
-  Document e-signed by Carmen Vargas (relint4@us.es)
Signature Date: 2025-02-13 - 7:09:03 AM GMT - Time Source: server- IP address: 81.36.43.50
-  Agreement completed.
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