

# Inter-Institutional Agreement Manager (IIAM) Practical considerations



We start at 13.30 CET



Remember to mute  
your mike and video

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FEEL FREE TO USE THE CHAT



RENAME YOURSELF WITH NAME AND INSTITUTION

OPEN POLLING LINK IN  
YOUR BROWSER: [HTTPS://PRESEMO.HELSENKI.FI/IIA](https://presemO.helsinki.fi/IIA)

# Programme

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Update from the European Commission by the Swedish National Agency

Roadmap and timeframe

Before starting renewing agreements in IIAM: A closer look at our internal procedures

The different tools

- Inter-Institutional Agreement Manager (IIAM)
- Mobility Online (Third-party provider)

Q&A

# Inter Institutional Agreements (IIA) – state of play

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- Start renewing digital IIA:s as soon as possible from June 2021 by connecting to the Erasmus Without Paper-network.
- IIA:s should be renewed digitally at the latest before the start of the first mobilities of the 2022/2023 academic year.
- Current IIA:s are valid for mobilities taking place in the 2021/2022 academic year.
  - Some exceptions to digitally renewing IIA:s
    - **Use paper versions for...**
      - Partners with United Kingdom
      - Multilateral agreements, i.e within EUI and Nordplus
      - Other partnerships outside of Erasmus+ programme countries

# Your Roadmap/Time frame

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- Set up a time frame/ roadmap according to your process timetable
- Look at it together with the commissions time frame
- Think about what to do with partners who cannot make your time frame
- Short version of University of Helsinki's time frame for EWP functions:
  - **May 2021**  
Testing DLA for outgoing students  
Agreeing on ISCED codes used at the UH, and technical details for filling in IIA:s, levels for IIA:s testing, signing rights etc.
  - **June 2021**  
Start using DLA for our outgoing students and testing it for incoming students  
Work-shop for staff initiating the IIA:s at UH  
Start to use Mobility Online for IIA agreements
  - **August 2021**  
DLA for incoming students
  - **January 2022**  
Final student exchange IIA signed digitally for the call 2022-2023, Teacher agreements done adhoc 2021-2022 and 2022-2023 on as a broad base as possible.

# Internal procedures – Bergen

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Will use the Erasmus+ Dashboard

Evaluation of current agreements – deadline 1. June

- 900 agreements
- Decentralized model: division of work central level vs. Faculties
- Negotiation of conditions via e-mail

Evaluation criterias:

- Knowledge and experience with partner university
- Course offers, language of teaching, courses in English, capacity etc.

Signing procedures

# Internal procedures - Mittuniversitet

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## **1. Preparation by the IRO - currently**

- Prepare lists of current partners and mobility statistics; initial analysis
- Initial plan for dialogues with the departments- who will be involved (head of dept, program managers, departmental coordinators), timeline
- Webinar- inform about process, timeline, things to consider (eg courses offered for incomings)

## **2. Dialogues with the departments-** start asap, finished by September.

## **3. Renewal process with partners-** start in June- agreements negotiated by IRO and/or dept., signed by the Deans.

## **4. Communication with partners where we don't renew the agreements**

- Agreements entailing multiple subjects, where some subjects are renewed and some not

# Internal procedures – Iceland

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- Centralised International Office – sign everything
- Working group established to review agreements late 2019
- Criteria:
  - Active agreement? Balance?
  - Enough courses taught in English? For outgoing/incoming
  - Special connections between the universities, e.g. between teachers?
  - Ranking? As a whole and individual faculty?
  - Do we run a programme in English that caters especially to incoming exchange students?
- Recommendations sent to faculties, they can argue against it. Staff agreements recommended.
- Faculties have now received the recommendations for subject specific agreements. Most faculties have responded and most agree.
- Hope to be able to only use the Dashboard to send out agreements.

# Dashboard IIAM

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Digital solution via the Erasmus Dashboard

Agreement consists of two parts (as previously):

- The agreement
- Default IIA Data (annexe C-F)
- Possibility of csv upload

Comments field:

- Clarification on subject field (ISCED codes)
- The terms of agreement

Important to remember

- ISCED codes – standard codes to facilitate transfer to other systems
- Contact person for the agreement
- How to know if and what changes are made by partner

Testing is possible until 31. May – from 1. June is the real thing!



# The Erasmus Dashboard

**E+** Dashboard  $\beta$  IIA Manager > New Digital IIA

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**Mobilities (OLA 2.0)**

- Outgoing students
- Incoming students

**IIA manager (beta)**

- IIA List
- + New Digital IIA**
- Import IIA
- Default IIA Data
- FAQs

**EWP**

- Website
- Settings

**Support**

- FAQs

**Terms of the agreement to be set for each agreement and approved by the institutions (Information only accessible to the relevant parties). Cooperation conditions (page 1)**

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**Mobility numbers 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 September in the

<b>Sender Erasmus Code</b> (Required field)	<b>Receiver Erasmus Code</b> (Required field)
<b>Mobilities Per Year</b> (Required) Put a number between	<b>ISCED-F Code</b> 0417 - Work skills 042 - Law 0421 - Law 048 - Interdisciplinary programme 0488 - Interdisciplinary programme

**Field of education - Clarification**

Here you can set more details regarding the subject area (5000 characters max)

# Connection via third-party

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- The same information is transferred between the different systems
  - Check what extra your provider provides and how you can use that information for your internal structure/administration
- Have an open dialogue with your provider and partners using the same provider
- Check your data in the system (ISCED 2013 codes, University structure etc.)
- Share and update your general IIA information (Default IIA data)
- Check how test agreements can be deleted in your system, try testing with users of different solutions

# Questions & answers

## Breakout rooms

# Continue the discussion

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Upcoming webinars:

<https://uni-foundation.eu/egd-webinars-2021/>

Our website:

<https://www.erasmusplus.is/going-digital-with-erasmus/>

Slackgroup: Digital internationalisation in Higher Education

IIA template from the Commission:

[https://ec.europa.eu/programmes/erasmus-plus/resources/documents/information-about-inter-institutional-agreements-between-programme-countries-calls\\_en?fbclid=IwAR3gZiRsy\\_UU7rWctj2PeiYrm62fJhilwlkMiQSiL1RRPWU4deuTBKbn2rQ](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/information-about-inter-institutional-agreements-between-programme-countries-calls_en?fbclid=IwAR3gZiRsy_UU7rWctj2PeiYrm62fJhilwlkMiQSiL1RRPWU4deuTBKbn2rQ)