

Importing IIAs

The **Import IIA** menu option is an alternative to **New Digital IIA** and allows for bulk import of IIAs instead of adding them one by one.

Import templates

The import is facilitated by the upload of a CSV file, built upon a specific template.

The template allows for a certain flexibility, giving user the option to upload multiple agreements with multiple cooperation conditions all in one go. Since some users may not need this much flexibility, but just a basic template for students study mobility, we created a standard template for that, and you can download it here: [Student mobility IIA template](#).

If instead you want to upload one or more complex agreements, this is a [template with one single agreement with four cooperation conditions](#), spanning the four mobility types. If you want to add or remove cooperation conditions, you have to delete those columns and headers from the file. Please compare the basic template with the four conditions one to understand what an upload with a different number of cooperation conditions would look like.

Upload step-by-step

1. Click on **Browse** to select the CSV file from your computer. CSV files are text files where data is separated into columns and cells using a specific character as a separator. If the software you are using to export/create the CSV file asks you to choose a separator for your file, you can use either commas (,) semicolons (;) or tabs (i.e. series of white spaces).



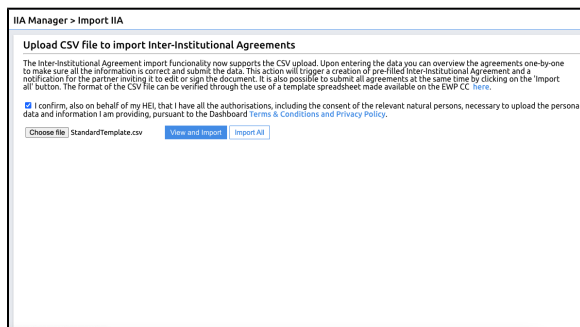
Export CSV

Download the template file, open it or import it to your spreadsheet software, edit it and then **remember to save it as a CSV file**.

CSV files can be read and edited by Excel, LibreOffice Calc and other spreadsheet software. A CSV file has extension **.csv**, you cannot use a spreadsheet file format like **.xls**, **.ods** or **.odf**.



2. Once you have chosen the correct file, click on **View and import** to display all the data. The system will automatically read the data in the CSV file, given that the column **headers have not been modified** or removed.



3. **Check** whether all the data you input is displayed correctly and make sure that **no information is missing**.



Use your Erasmus code!

To test the upload please download one of the two templates, open it and put your Erasmus code **without spaces** in the cells that require it.

They look like this in the file:

Sender EC	Receiver EC
YOUR ERASMUS CODE	AQTESTING99

Leave the AQTESTING99 there, it's a testing account that will act as a partner in the exchange so that you can test the upload without sending the agreement to a real partner.

If you want, you can switch Sender and Receiver around, of course.

Details of the Inter-Institutional Agreements to be imported

Creator data

Institution Name	European University Foundation - Brussels office	Contact Name	Creator User
Erasmus Code	B TESTING99	Contact Email	creator@example.test
Country	Belgium	Contact Phone	12345678
City	Brussels	General Website	www.generalexample.wv
OUint	Test	Faculty Website	www.facultyexample.wv
		Course Website	www.courseexample.wv

Partner data

Erasmus Code	AQ TESTING99	Contact Name	Partner User
OUint	Faculty 1	Contact Email	partner@example.test
		Contact Phone	987654321
		General Website	https://www.generaltest.wv
		Faculty Website	https://www.facultetest.wv
		Course Website	https://www.coursetest.wv

Other data

- If you are trying to upload multiple IIAs (i.e. multiple rows of CSV file), click on **Next IIA** to perform similar checks on all agreements. You can move back and forth between IIAs with the **Next** and **Previous IIA** buttons.

Details of the Inter-Institutional Agreements to be imported

Language

Language	German - DE
CEFR Level	B1
ISCED-F Code	
ISCED-F Certification	

Other information

Aenean dapibus eros eget tortor scelerisque tincidunt.

Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 200X will only take effect as of 1 September 200X+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

"Inter-Institutional Agreements are digitally signed"

Page 1/2 **Next IIA**

Submit this IIA

- Once you have verified each IIA, you can do one of two things: by clicking on **Submit this IIA**, the current IIA displayed will be uploaded. This means that if the CSV file contains multiple IIAs, **only one will be uploaded**, unless you click **Submit this IIA** on each one of them.

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Page 1/2 **Next IIA**

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- The other option is closing the overview window and clicking on **Import all**, thus uploading all IIAs at the same time. A pop-up will appear asking for confirmation and once you press **Ok**, the upload will start, clearly indicating which IIA is getting uploaded.

This last step is the crucial one: if something was wrong with your CSV file, the IIA may still be displayed and you may not notice anything wrong or missing, but the upload would be interrupted and one or more error message would pop up.

Dashboard

IA Manager > Import IIA

Upload CSV file to import Inter-Institutional Agreements

The inter-institutional agreement import functionality now supports the CSV upload. Upon entering the data you can overview the agreements one-by-one to make sure all the information is correct and submit the data. This action will trigger a creation of pre-filled inter-institutional agreement and a notification for the software testing is the edit or sign the document. It is also possible to submit all agreements at the same time by clicking on the 'Import all' button. The format of the CSV file can be verified through the use of a template spreadsheet made available on the EWP CC [here](#).

☒ I confirm, also on behalf of my HEI, that I have all the authorizations, including the consent of the relevant natural persons, necessary to upload the personal data and information I am providing, pursuant to the Dashboard Terms & Conditions and Privacy Policy.

Applications for Erasmus

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