

# Creating an IIA - New digital IIA

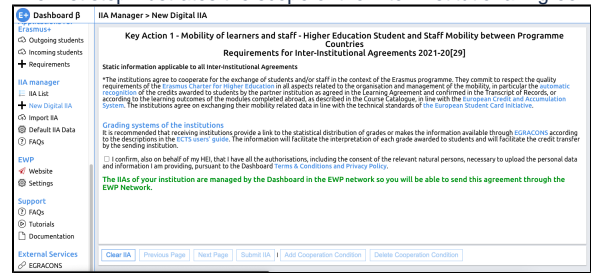
A new Inter-Institutional Agreement can be initiated in the section “New Digital IIA” clicking through the steps and indicating the cooperation conditions as per the official template.

## Video tutorial

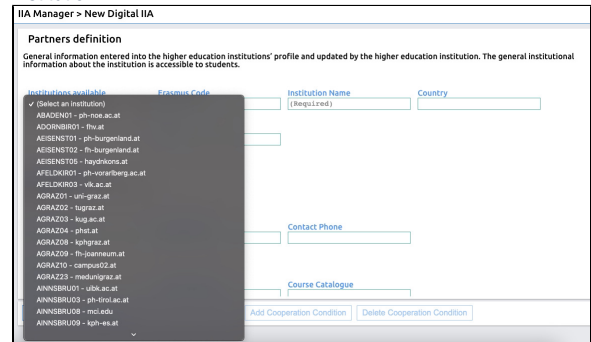
Video sections
<a href="#">Creating an IIA</a>
<a href="#">Green text, managed by EWP or internally by Dashboard</a>
<a href="#">The first cooperation condition</a>
<a href="#">Setting the mobility type</a>
<a href="#">Multiple mobility types (Adding cooperation conditions)</a>
<a href="#">How to submit the IIA proposal</a>
<a href="#">Editing and making changes to the IIA</a>
<a href="#">Update and submit IIA changes</a>
<a href="#">Finalising the IIA (definitive signature)</a>

## Step-by-step guide

1. The first step illustrates the scope of the Inter-Institutional Agreement



2. In the second step the specific partner institution can be chosen from the drop down menu. The indication of the partner will automatically fetch all the other basic information about the institution.



3. After the time frame of the Agreement has been indicated – you can go to the next page.

IIA Manager > New Digital IIA

**Partners definition**  
General information entered into the higher education institutions' profile and updated by the higher education institution. The general institutional information about the institution is accessible to students.

The IAs of the partner are managed by the Dashboard in the EWP network. This agreement will not be sent through the EWP Network and treated internally in the Dashboard.

Organizational Unit  
Faculty of Humanities

Contact Name  
John. Doe

Contact Email  
john.doe@mail.eu

Contact Phone  
+77264354777

Websites

General  
uni.eu

Faculty/Faculties  
uni.eu/faculties

Course Catalogue  
uni.eu/course\_catalogue

Other Details

Academic Year (start)  
2021/2022

Academic Year (end)  
2026/2027

Clear IIA | Previous Page | Next Page | Submit IIA | Add Cooperation Condition | Delete Cooperation Condition

4. The overview of the general information about the HEI is illustrated. Staff members with respective rights can always edit and update it in the "Default IIA" section.

IIA Manager > New Digital IIA

**Your Static Information**  
If you want to edit this information, please use the menu **Default IIA Data** from the menu.

Calendar

Student nominations must reach the receiving institution by:

Autumn Term  
01/04

Spring Term  
01/11

Applications from nominated students must reach the receiving institution by:

Autumn Term  
01/04

Spring Term  
01/11

Application procedure for nominated students

Contact Email  
email@uni.eu

Contact Phone  
+320000000

Contact Website  
https://uni-foundation.eu/

Additional Requirements

Requirement

Details

Website for information

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5. In the next steps, the partners can indicate the cooperation conditions for all types of mobilities. If you want to add more than one type of mobility, you have to add a new cooperation condition.

IIA Manager > New Digital IIA

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)

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 preceding academic year.

Sender Erasmus Code  
B TESTING99

Receiver Erasmus Code  
LUXTESTING99

Sending Organizational Unit  
Faculty of Humanities

Receiving Organizational Unit  
Faculty of Humanities

Mobilities Per Year  
10

Subject area

ISCED-F Code  
022 - Humanities (except languages)

ISCED-F Clarification  
Humanities (except languages)

Delete

Add

Mobility Type  
Student studies

Total Months Per Year Per Mobility  
10

Study Cycle  
☒ Short cycle (EQF 5)  
☐ 1st cycle (EQF 6)  
☐ 2nd cycle (EQF 7)  
☐ 3rd cycle (EQF 8)

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6. The next step allows for the final review of all the data in the IIA before signing and sending off to the partner. Clicking on "Submit IIA" (previously called "Sign and submit IIA") triggers a notification system and an email invitation to review the IIA is sent to the person indicated as the contact point in the agreement.

IIA Manager > New Digital IIA

Mobilities per Year  
10

Subject area

ISCED-F Code  
022

ISCED-F Clarification  
Humanities (except languages)

Mobility Type  
Student studies

Total Months Per Year Per Mobility  
10

EQF Levels  
EQF 6  
EQF 7  
EQF 5

Blended mobility  
No

No recommended language skills

Hide/Show B TESTING99 default data

Hide/Show LUXTESTING99 default data

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 2020 will only take effect as of 1 September 2021. 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"

Clear IIA | Previous Page | Next Page | Submit IIA | Add Cooperation Condition | Delete Cooperation Condition

7. The email notification is sent to the partner inviting them to log in Erasmus Dashboard and review the Inter-Institutional Agreement.

**Dear Erasmus+ coordinator,**

The European University Foundation - Brussels office (Erasmus Code: B TESTING99) has initiated an Inter-Institutional Agreement (ID: BTESTING99-1637228239578) that you can review in the Erasmus Dashboard platform.

If there are any objections, it is possible to update the cooperation conditions and send a new version to the partner.

Please log in via your account in the Erasmus Dashboard to continue.

**Please note that Internet Explorer is not supported, therefore please choose another browser to proceed.**

**Please do not reply to this email to respond to the partner, but use the internal communication tools available on the platform.**

[Access Erasmus Dashboard](#)

**What is the Inter-Institutional Agreement Manager?**

The Inter-Institutional Agreement Manager (IIAM) is a tool that allows creating, negotiating and updating Inter-Institutional Agreements in a machine-readable form. This is a beta version of the IIAM.

## Related articles

### Content by label

There is no content with the specified labels