

## 5.7 - Creating and printing an Erasmus bilateral agreement

This section describes the various steps involved in creating and printing an Erasmus bilateral agreement.

### 1- Adding the agreement

Each bilateral agreement must first be added as a new agreement for the institution with which it is negotiated. If you wish to renew an existing agreement, please refer to paragraph 6.

To add an agreement, open the "Institutions" form from the main menu by clicking "Institutions" and "Institution data". You then have to select the institution and go to the "Agreements" tab.

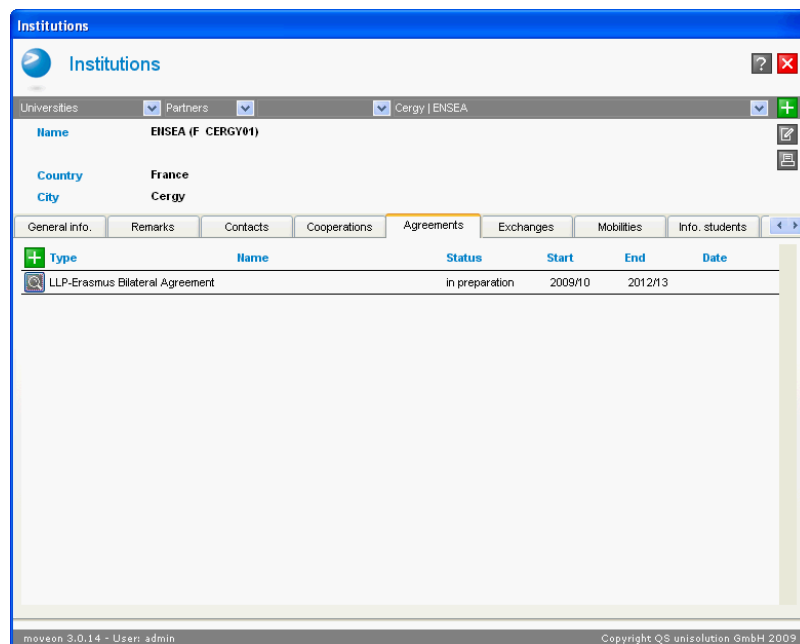


Fig. 1: "institutions" form, "agreements" tab

On the "Agreements" tab, click the Add button. In the add/edit agreements window, select the agreement type "LLP-Erasmus Bilateral Agreement" and a status (e.g. in preparation) and define the years for which the agreement is valid (e.g. 2009/10-2013/14). You can leave the Name field empty or use it to differentiate between agreements corresponding to different components, for example.

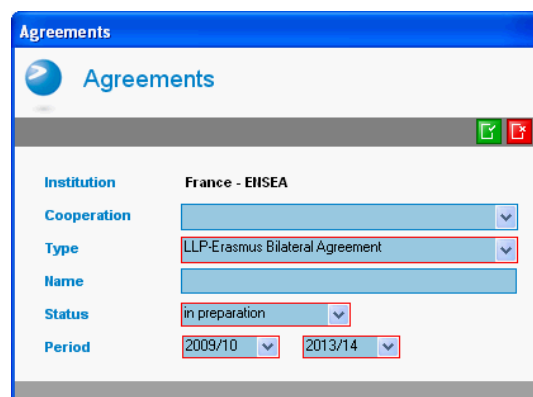
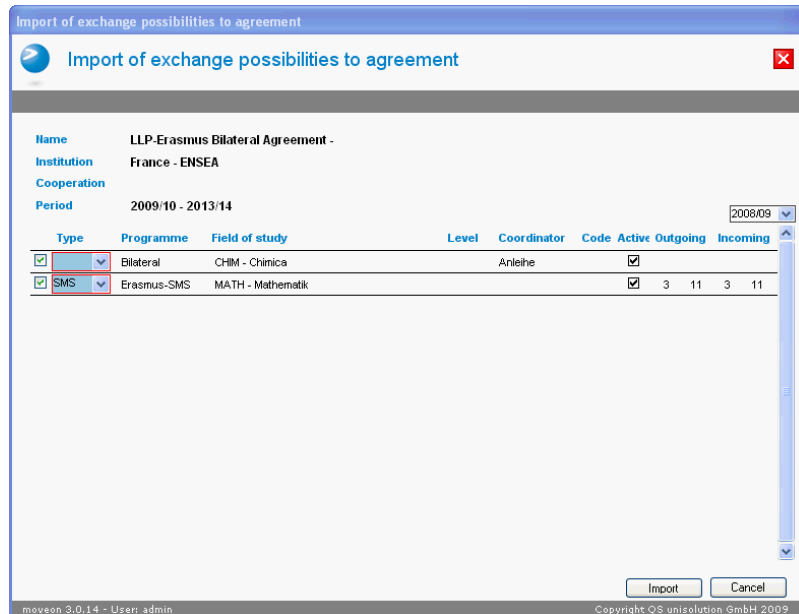


Fig. 2: Add/edit agreements window

### 2- Importing exchange possibilities into the agreement

Once you confirm the addition of an "LLP-Erasmus Bilateral Agreement", moveon asks you if you want to import the exchange possibilities defined on the "Exchanges" tab of the "Institutions" form into this new agreement. If so, moveon

shows you a list of existing exchanges. Select the exchanges you wish to include in the bilateral agreement, then click on the Import button.



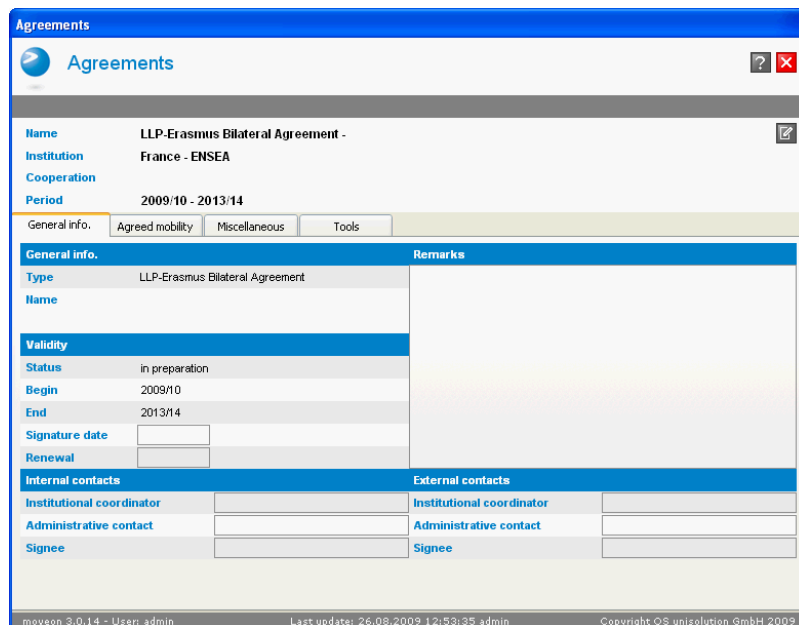
**Fig. 3: Exchange possibilities import form**

The "Agreements" form then opens. You can enter additional information relating to the agreement here.

### 3- Defining institutional and administrative contacts and signees.

Next you need to specify the institutional and administrative contacts and the signees to the agreement in your institution and in the partner institution.

You can change these details on the "General information" tab of the "Agreements" form in the "Internal contacts" and "External contacts" frames.



**Fig. 4: "agreements" form, "general information" tab**

The internal contacts must be selected from a drop-down list containing all the internal contacts (at your institution) as defined in the "Internal contacts" form (see section 5.2).

The external contacts must be selected from a drop-down list containing all the contacts at the external institution. These are defined on the "Contacts" tab of the "Institutions" form.

Full details of how to add and modify internal and external contacts can be found in sections 5.2 and 5.3.

#### 4- Entering/verifying planned mobilities

If you have imported existing exchange possibilities into the agreement (paragraph 2), they will now appear on the "Agreed mobilities" tab.

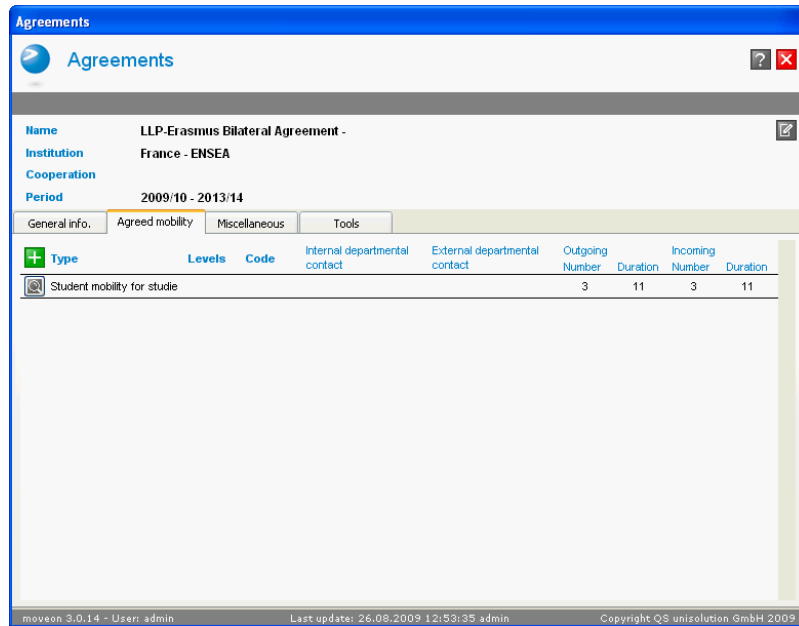


Fig. 5: "agreements" form, "Agreed mobilities" tab

You can correct these agreed mobilities by clicking the Details button. To add new mobilities, click the Add button.

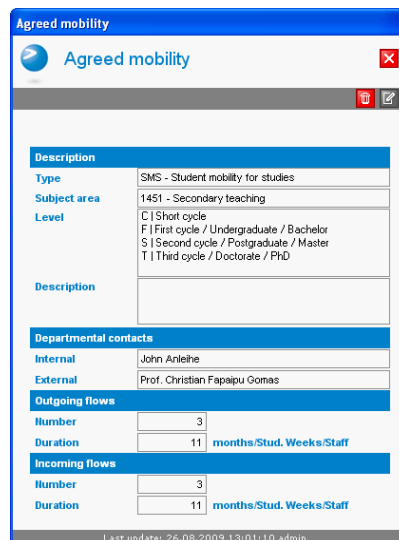


Fig. 6: Add/edit agreed mobilities window

#### 5- Printing the bilateral agreement

Once all the information has been entered, you can create and print the bilateral agreement in PDF format. To do so, click the "Print bilateral agreement" button on the "Tools" tab of the "Agreements" form.

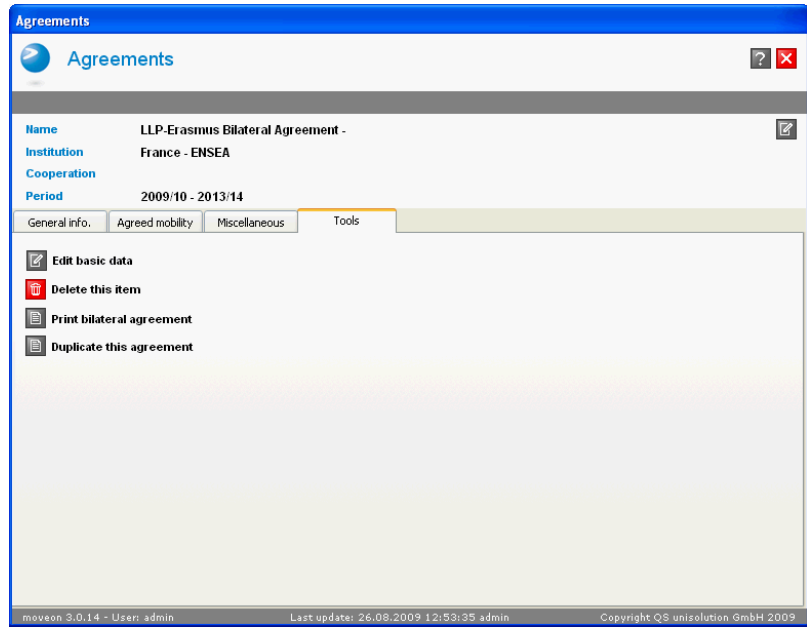



Fig. 7: "agreements" form, "Tools" tab

**LLP (Lifelong Learning Programme) - Erasmus**  
Bilateral Agreement for the academic years 2009/10 - 2013/14



<b>Between</b>	TEST - Université Erasmus Code: F TEST02
<b>Institutional coordinator</b>	Prof. John Derdue Destur, Coordinator
<b>Administrative contact</b>	Prof. Gerhard Deutlich, Coordinator Mechanical Engineering Email: thil@bio.uni-firmptyd.ti
<b>and</b>	ENSEA Erasmus Code: F CERGY01
<b>Institutional coordinator</b>	Prof. Christian Fapaipu Gomas, Head of the Office
<b>Administrative contact</b>	Prof. Christian Fapaipu Gomas, Head of the Office Direction des Relations Internationales Julianalaan134, F-92112 Cergy Phone: +77 2 79 77 62 72 / Fax: +20 2 09 70 66 67 Email: paya@wsswa.pp

The above parties agree to co-operate in the activities shown below within the Lifelong Learning Programme. Both parties agree to abide by the principles and conditions set out in the Guidelines for Applicants and Erasmus Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement.

**Student mobility (SMS)**

Field	Level	FR > FR number months (total)	FR > FR number months (total)	Departmental Coordinators F TEST02 / F CERGY01
1451 Secondary teaching		3 33	3 33	John Anleihe / Prof. Christian Fapaipu Gomas

**Contact details of departmental coordinators**

Field	SMS	SMP	STA	Departmental coordinator - F TEST02	Departmental coordinator - F CERGY01
1451	X			John Anleihe, Coordinator Mathematik Email: kgb@mythimythik.uni-firmptyd.ti	Prof. Christian Fapaipu Gomas, Head of the Office Direction des Relations Internationales Julianalaan134, F-92112 Cergy Phone: +77 2 79 77 62 72 / Fax: +20 2 09 70 66 67 Email: paya@wsswa.pp

**Signatures of the legal representatives/heads of institutions of both institutions**

TEST - Université Name and position of the official representative: Prof. Hartmut Frist Dekan und Auslandsbeauftragter Date: Signature and stamp:	ENSEA Name and position of the official representative: Prof. Christian Fapaipu Gomas Head of the Office Date: Signature and stamp:
------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------

e-agreement - edited with www.moveonnet.eu - 2508/2009 11:10 GMT

**Fig. 8: Bilateral agreement in PDF format**

The logo of your institution and that of your partner institution appear on the agreement. These logos are taken from the www.moveonnet.eu portal. You can update your institution's logo on moveonnet. If you do not know your moveonnet access codes or if your partner's logo has not been defined, please contact the moveon hotline.

## 6- Renewing an existing agreement

If the bilateral agreement you wish to create renews an existing agreement that has already been entered in moveon, moveon allows you to add the new agreement by copying the existing agreement.

To do so, click the Details button corresponding to the existing agreement on the "Agreements" tab of the "Institutions" form. On the "Tools" tab of the "Agreements" form click the "Duplicate this agreement" button. The add/edit agreements window opens and the type of agreement and the "in preparation" status are defined automatically. The valid from date for the agreement is filled in automatically from the data in the previous agreement. Once the addition has been confirmed, all the data from the existing agreement is copied into the new agreement, including the planned mobilities. You can now edit the data and print the bilateral agreement as described above.