

AGREEMENT

BETWEEN

The **Academic Cooperation Association (ACA)**, Rue d' Egmont 15, 1000 Brussels,
Belgium

(hereafter referred to as « **ACA** »),
represented by **Bernd Wächter**, ACA Director

AND

KRISHNA KANTA HANBIQUI STATE OPEN UNIVERSITY,
Name of the institution and address **GUWAHATI, ASSAM**

(hereafter referred to as the **institution of the European Higher Education Expert or «
EHEE** »)

represented by **Name and function**

**DOLA BORKATAKI, ASSISTANT PROFESSOR,
DEPARTMENT OF SOCIOLOGY.**

SUBJECT OF THE AGREEMENT

Through this agreement the two above-mentioned parties enter into a contractual relation in the framework of the project "*Enhancing the attractiveness of European higher education in the world*", by which **Name of the institution of the EHEE** assumes the role of partner of ACA in its project-related activities in India, namely in establishing the **Indian Network of European Higher Education Experts (EHEEs)**.

TERMS OF THE AGREEMENT

I. ACA's general role in the project

The project comprises a diverse set of activities implemented by a formal consortium composed of the British Council (project coordinator), ACA (Belgium), the DAAD (Germany), EP-Nuffic (The Netherlands), Campus France, and the Archimedes Foundation (Estonia).

ACA's specific role in the project is to **set up and to support a network of European Higher Education Experts (EHEEs) in 5 countries**, i.e. Brazil, China, India, Russia and South-Africa.

II. Goal of the project

The overall objective of the project is to contribute to strengthening the profile of the entire range of higher education in the 33 Erasmus+ programme countries¹ on the world stage, and of EU-funded opportunities, making these more visible and accessible to mobile learners

¹ Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, The former Yugoslav Republic of Macedonia, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey and the UK.



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and academics. The project also aims to strengthen cooperation between European and non-European higher education institutions.

III. Commitments of the two parties

III.a Commitments of the institution of the EHEE and of the EHEE

The **Name of the institution of the EHEE** hereby nominates **Name of the EHEE** to serve as **EHEE** in the above-mentioned project and to act on behalf of the institution in this specific context. The institution of the EHEE also commits to supporting the EHEE in his/her project-related tasks (as described below) by making available its facilities for organising information sessions for students and by encouraging the students to take part in such sessions.

To achieve the above-mentioned goals, the **EHEE** commits to the following:

1. The EHEE will **inform about study opportunities** in the 33 Erasmus+ programme countries in his/her institution by carrying out the activities described below.
 - a. The EHEE will conduct, by 31 October 2017, between **4 and 8 Study in Europe information sessions** in his/her higher education institution. Each event will be of a duration of 2-3 hours. The 4 to 8 sessions should gather altogether 400 students or more in total (i.e. on average, between 50 and 100 students per event, depending on the number of events organised). The format of the information sessions is described in *Annex 1*, which forms integral part of this agreement.
 - b. The EHEE will advise **individual students one-to-one** regarding Europe study-abroad opportunities during the EHEEs' consultation hours.
2. The EHEE will participate in **2 information seminars** organised by ACA. The **1st two-day information seminar** corresponds with the launch of the EHEE network in India took place in **Delhi on 7-8 March 2016**. The **closing seminar** will take place in **2017**.
3. The EHEE will provide **2 brief reports** describing the activities carried out thus far and evaluating their effectiveness. The reports must be handed in by the following dates:
 - 30 June 2017
 - 31 October 2017

III.b Commitments of ACA

ACA hereby commits to **supporting the EHEE** in his/her activities and to specifically:

- Organise the **2 information sessions** in India for the Indian Network of EHEEs
- Make available to the EHEE a **set of PowerPoint presentations** (on reasons for studying in Europe, funding and study programme opportunities, practical matters, etc.) that could be used as such or adapted by the EHEE for the information sessions with the students
- Propose a number of **template programmes for the information sessions**, which the EHEE is free to adapt as he/she deems suitable



Email address to be indicated for the transfer:

c) Western Union

Address of the receiver:

Purpose of the transfer (to be indicated in the money transfer form):

VIII. Travel and accommodation for the 2 information seminars

Travel and accommodation (including hotel and meals) will be provided by ACA for the 2 seminars.

- For the EHEEs travelling from another city for the information seminars, ACA will reimburse travel and accommodation costs for an amount of up to EUR 1 600 (total). If the EHEE would like an additional representative of his/her institution to attend the seminar, he/she may request this to ACA, but ACA will not cover the travel cost for the additional participant(s).
- For the EHEEs that are based in the same city where the information events take place, ACA will cover the costs of meals for the duration of the event and will reimburse local travel expenses, if requested.

All reimbursements will be made via a **Reimbursement Form**, which will be provided by ACA and which is to be filled in by the EHEE. The Reimbursement Form must be sent, together with the **accompanying receipts** to ACA.

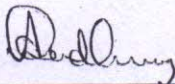
IX. Individual subscription to the ACA Newsletter-Education Europe

The EHEE is granted a **free two-year subscription to the ACA Newsletter-Education Europe**. The subscription period corresponds with the contract period.

ACA

Name of the Institution of the EHEE

(Signature)



(Signature)

(Name, position)

DR. ARUJYOTI CHOUDHURY,
DEAN (ACADEMIC) & REGISTRAR (i/c)

(Name, position)

(Date)

05/06/2017

(Date)



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Welcome to your future

- Make available a **Report Template** to be used for the 2 brief reports that the EHEE is to prepare and submit to ACA
- **Support** the EHEE in **answering potentially challenging questions** raised by students
- **Provide regular updates** (via the *ACA Newsletter – Education Europe* and other electronic means)
- **Transfer the grant** in the conditions and according to the schedule described below (article VI.)
- **Reimburse travel and accommodation costs**, via a Reimbursement Form, if applicable, as described below (article VIII.)

IV. Contract period

The contract period starts **once both parties have signed this Agreement** and ends on **1 December 2017**.

V. Transferral of responsibilities

The EHEE status of **Name of EHEE** as such is bound to his or her continued position within the **Name of institution of the EHEE**. In the event that the EHEE leaves the University or becomes unable to perform his/her duties as stated in this Agreement, the **institution of the EHEE** commits to find a suitable replacement so as to continue the organisation of the Study in Europe information sessions on schedule and to provide ACA with the contact details of the new EHEE as soon as possible.

VI. Grant and payment mode

The **Name of the institution of the EHEE** will receive a grant of **EUR 3 000** for the implementation of the tasks of the EHEE.

The payment of the grant will be made in 2 instalments. The first instalment of **EUR 1 800** will be paid upon reception and approval of the 1st report, due by 30 June 2017. The second instalment of **EUR 1 200** will be paid upon reception and approval of the 2nd report, due by 31 October 2017. Payments will be made by bank transfer.

VII. Method of payment² (please choose one of the payment options below and fill in the details):

a) **Bank transfer:**

Bank name: STATE BANK OF INDIA
Account holder's name: K.K. HANDIGUI STATE OPEN UNIVERSITY - PROJECT FUND
Account number: 30755510022
Account IBAN code: SBIN0004419
Bank SWIFT code: SBININ159
Currency of the account: Rupees
Message/code to be indicated for the transfer:

b) **PayPal**

² All additional costs/transaction fees will be covered by ACA



STUDY
IN EUROPE

Welcome to your future

EHEE

Dola Borkafaki

(Signature)

DOLA BORKAFAKI,
ASSISTANT PROFESSOR

(Name, position)

05/06/2017

(Date)



**ANNEX 1 to the
AGREEMENT
BETWEEN**

The **Academic Cooperation Association (ACA)**, Brussels, Belgium
(hereafter referred to as « **ACA** »),
represented by **Bernd Wächter**, ACA Director

AND
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY,
Name of the institution **GUWAHATI, ASSAM - 781011**

(hereafter referred to as the **institution of the European Higher Education Expert or «
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represented by **Name and function**

DOLA BORKATAKI,
ASSISTANT PROFESSOR

Standard programme of an information session with the students

Each information session with the students is to provide, as a minimum, information on:

- Study programmes geared towards international students in different Erasmus+ programme countries
- Grants and scholarship opportunities available in Erasmus+ programme countries for incoming students
- Practical matters – visas, work permits, possibilities to work in European countries after the mobility experience, etc.
- Exchange opportunities between the university of the EHEE and Erasmus+ programme countries

The EHEEs can decide for themselves how much time (from the 2-3 hours available) to allocate for presenting the above topics, but it is a must that each information session includes at least 1 hour for questions and answers with the student audience.

To facilitate the information session, ACA will make available for the EHEEs a set of standard presentations with information on the items listed above. The EHEEs are free to use these presentations as provided or to adapt them as they deem appropriate.

The EHEEs are also encouraged and free to add to this standard programme any other related topics that could be relevant for students from their institutions.

The EHEEs are also encouraged to invite, when possible, European country representatives to the session, who could contribute with more in-depth information on study opportunities in individual European countries. The EHEEs will meet several such representatives during the 1st information seminar organised by ACA.

