Instruction Sheet for EWP (Erasmus Without Paper)

How Erasmus Without Paper works?

The main principle behind EWP is that, as a higher education institution, you maintain your existing system for managing student mobility and connect this to the EWP network.

Instead of printing a PDF or a paper copy of a document such as an Inter-Institutional agreement or a Learning Agreement, you will be able to:

- approve the documents you need online
- send them directly via your own management system to your partner institution
- ask your partner institution to digitally approve them

What this means for how you manage your mobilities?

An Erasmus+ mobility entails a whole set of processes that require communication between the sending (or home) HEI and the receiving (or host) HEI.
While this process can vary, in general it works as follows:
1. an HEI signs an Erasmus+ institutional agreement
2. a sending HEI nominates the student at the receiving HEI
3. a Learning agreement is established and signed by three parties (student, sending HEI, receiving HEI) before departure
4. the student arrives at the receiving HEI, who needs to confirm the date of arrival
5. in case of changes to the Learning agreement these need to be signed by three parties (student, sending HEI, receiving HEI)
6. the student departs the receiving HEI, who needs to confirm the date of departure
7. the receiving HEI sends Transcript of Records to the sending HEI

The EWP will come in to play for each of the steps that require communication (or data exchanges) between the sending HEI and the receiving HEI.
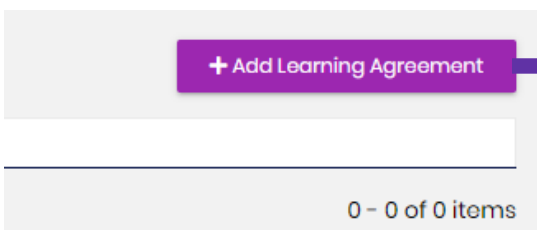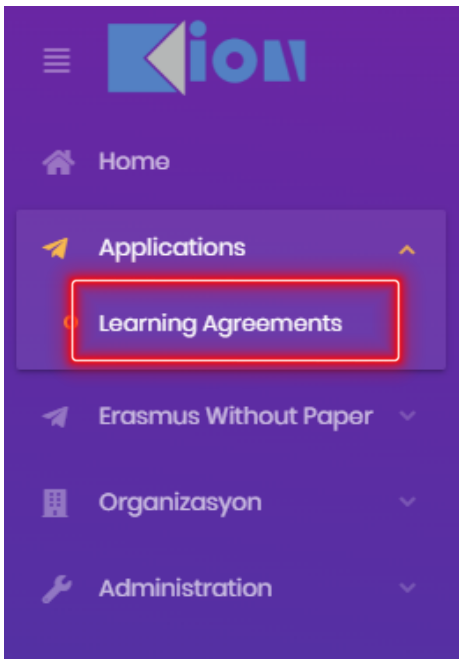The processes above are gradually being transferred into technical so-called APIs (Application Programming Interface) that facilitate system-to-system communication. These will allow administrators to manage their part of the process in their own system while interacting with the EWP network whenever confirmation/approval/signatures are needed from a partner.

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How to add, update or create a learning agreement?

1 Go to *https://exchanger.kion.com.tr/*
Login wth your user name or e-mail address and password

2 Click on applications > learning agreements

Click in top right corner to add a new learning agreement

3 Select the type of agreement you want to create

Create/Update Learning Agreement ✕

Please select your mobility type. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on traditional academic mobility of between 2 and 12 months at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between 5 and 30 days of physical mobility at another higher education institution combined with a compulsory virtual component.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on short-term doctoral mobility of between 5 and 30 days at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

4 Finally fill in all the recquired information

Create/Update Learning Agreement ✕

Student Information — Sending Institution Information — Receiving Institution Information — Proposed Mobility Programme — Virtual Components — Commitment

Selected Mobility Type

Mobility Type

Semester Mobility ⌄
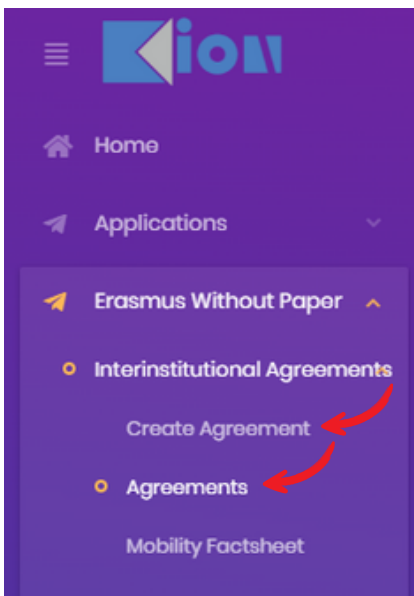
Nomination Information

AcademicYear	Full Name	Unit	#

How to check or create a new interinstitutional agreement?

1 Click on Erasmus without Paper > create agreement in order to create a new one
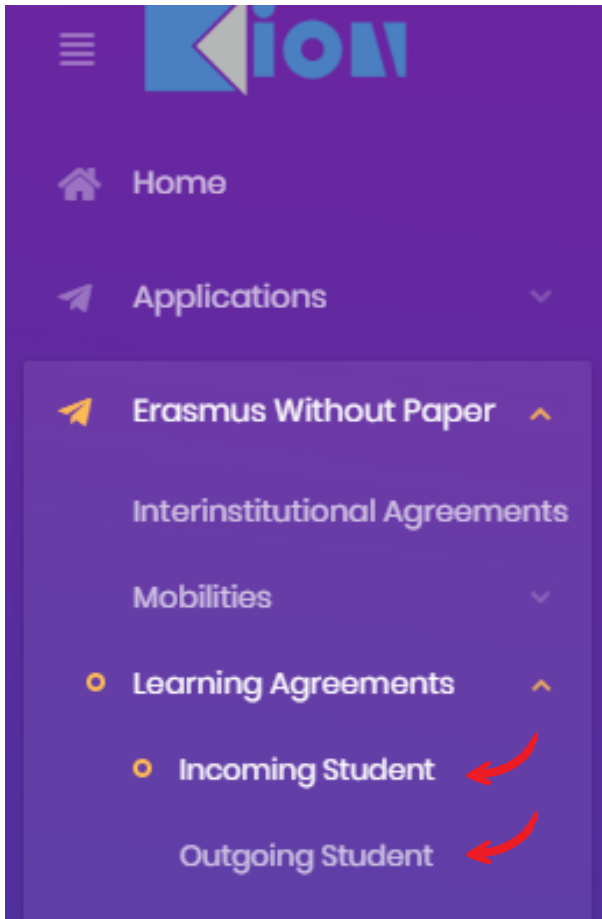or click on agreements in order to check your current partner universities agreements.

Here you will be able to check the status of the agreement

How to find a specific agreement?

1 Go to Erasmus without paper > learning agreements > chose incoming or outgoing student depending who you are searching for, here you will find all the active agreements

2 search by name and year