

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-21
between institutions from
Programme and Partner Countries²

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Universitat Politècnica de Catalunya / Spain	EBARCELO03	Mrs. Helena Martínez Piñeiro Helena.martinez@upc.edu (34)93 401 56 61	http://www.upc.edu/learning/courses
UNIVERSITY OF ISFAHAN/ IRAN		Dr. Hamidreza Marateb h.marateb@eng.ui.ac.ir +989133188782	www.ui.ac.ir/en/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁴ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁵ 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 January in the preceding academic year. The partners will agree on the maximum number of mobilities for each academic year no later than the end of previous month of January. This number will depend on the grant awarded to UPC for the current call by the European Commission and on the number of partner institutions in the same country. UPC will communicate the final decision to the other party within the same deadline. In case of absence of funding, no mobilities will take place.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Not relevant for calls 2015-2017]
UNIVERSITY OF ISFAHAN/ IRAN	EBARCELO03				3 students x 5 months	

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
UNIVERSITY OF ISFAHAN/ IRAN	EBARCELO03			Up to 3 teaching staff x 5 days	
EBARCELO03	IRAN UNIVERSITY OF SCIENCE AND TECHNOLOGY			Up to 1 teaching staff x 5 days	

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
EBARCELO 03		English	Spanish	B1	B2
UNIVERSITY OF ISFAHAN/ IRAN		Persian	English	B2 according to CEFR	B2 according to CEFR

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

The sending and receiving universities will collaborate effectively for the reception to students and staff visitors. Sending universities will select their students and then will send the information on nominated students to the receiving university in the agreed date.

The general criteria for selecting students will be: the academic performance (based on average rating of the degree student), educational level, career specialty, academic record, adapting curriculum of subjects or project that he/she will want to do, language level, number of credits achieved.

At the end of the academic stay, the student (and the sending university) will receive the official certificate (ECTS).

The general criteria for selecting teaching staff will be: mobility program must include additional activities to the provision of teaching with an impact for the program and for home institution. He/she should have experience in similar mobilities and then could act as a promoter or coordinator of student mobility.

The selection criteria for training staff will be based on the adequacy of the content of the mobility program with the functions exercised on home institution.

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term*	Term*
UPC EBARCELO03	1 st May N	1 st October N-1
UNIVERSITY OF ISFAHAN/ IRAN	1 st September	15 th January

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [3] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [3] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

This Agreement will be effective from the date of its last signature and until the 31st July of 2020. This Agreement may be renewed by the institutions upon subsequent signed mutually accepted agreement, provided a new Grant Agreement is signed

between SEPIE (acting as National Agency by delegation of the European Commission) and UPC.

Either party may terminate this Agreement on written notification. Such notification must be given at least one academic year in advance from the effective date of termination. If the present agreement is terminated, both parties must guarantee the completion of the projects and initiatives already in progress.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

UPC:

For information about the grading system, see:

<https://www.upc.edu/en/contact/faq>The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

Grading System at University of Isfahan (Undergraduate):

Grade	Scale 1	Description
18-20	A	Excellent
14-17.99	B	Good
12-13.99	C	Fair
10-11.99	D	Acceptable (weak)
Below 10	F	Fail

Grading System at University of Isfahan (Postgraduate):

Grade	Scale 1	Description
18-20	A	Excellent
14-17.99	B	Good
12-13.99	C	Fair
Below 12	F	Fail

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Universitat Politècnica de Catalunya (UPC) EBARCELO03	Barcelona International Students Office Tel.+34-93 401 69 37 E-mail: oficina.mobilitat.internacional@upc.edu	https://www.upc.edu/sri/students http://www.upc.edu/sri/students/international-students/before-coming-to-upc/student-visa
UNIVERSITY OF ISFAHAN/ IRAN	Hoori Zarei, Int-office@ui.ac.ir iinternationaloffice@yahoo.com +98 31 3793 5158	http://www.ui.ac.ir/ShowPage.aspx?page=form&order=show&lang=2&sub=107&PageId=11151&codeV=1&tempname=IntrnationalEN

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Universitat Politècnica de Catalunya (UPC) EBARCELO03	For Student mobility: Barcelona International Students Office (ISO) E-mail: oficina.mobilitat.internacional@upc.edu For staff mobility: staffexchange.gri@upc.edu	http://www.upc.edu/sri/en/students/students-mobility-office/international-students/before-coming-to-upc/health-insurance/health-insurance Private insurance for UPC incoming students: http://oncampus.es/en/seguros/onc

		ampus-estudia/ http://translate.google.es/translate?hl=en&sl=ca&tl=en&u=http%3A%2F%2Fwww.upc.edu%2Fesports%2Fserveis%2Fassegurances
UNIVERSITY OF ISFAHAN/ IRAN	Mrs. Hoori Zarei, Int-office@ui.ac.ir iinternationaloffice@yahoo.com +98 31 3793 5158	

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Universitat Politècnica de Catalunya (UPC) EBARCELO03	For Student mobility: Barcelona International Students Office Tel. +34-93 401 69 37 E-mail: oficina.mobilitat.internacional@upc.edu For staff mobility: staffexchange.qri@upc.edu	For Student mobility: Barcelona Housing Service for Students http://www.resahousing.com/eng/ For staff mobility: Hotel accommodation at UPC rates https://www.upc.edu/sri/congress/accomodation-upc-barcelonatech
UNIVERSITY OF ISFAHAN/ IRAN	Mrs. Hoori Zarei, Int-office@ui.ac.ir iinternationaloffice@yahoo.com +98 31 3793 5158	

H. Staff Mobility

Staff from each institution may apply to spend an exchange period at the other institution as a visiting scholar. The arrangement and expense of accommodation will be the

responsibility of the staff member exchanged, according to the table of mobility places above.

I. General Provisions

1. Whenever, as a consequence of this agreement and in application of its provisions, one party deems it necessary to make use of the other's logos, it shall request the prior authorisation of the University through its Communications Service, specifying the format—whether print, electronic or any other medium—and the type of use requested. The authorisation, which must be granted in writing, shall specify the use or uses for which it is granted, as well as the period covered, which shall in no case exceed the term of this agreement. This notwithstanding, when the use of the logotypes and other identifying marks of the UPC is of a profit-making nature for the requesting entity, an appropriate brand licensing agreement must be entered into.

2. Any notices relating to this Agreement should be in writing (which includes facsimile) and shall be sent to the recipient's address set forth above (or at such other addresses as may be stated in notices similarly given).

3. Each institution shall be solely responsible for establishing, collecting and retaining tuition from their own students enrolled in their respective exchange program courses. Neither institution shall have any financial obligation to the other institution under this Agreement.

4. This Agreement may not be assigned or delegated by either institution. Each institution acknowledges and agrees that the relationship with each other is that of independent contractors, and this Agreement shall not be construed to create a partnership, joint venture or agency relationship between the institutions.

The parties express their commitment to meeting their respective obligations in good faith and carrying out any negotiations that are necessary for the fulfilment of this agreement to their satisfaction.

Any controversy relating to the interpretation, fulfilment or execution of the terms of this agreement shall be resolved by mutual agreement between the parties.

5. This Agreement contains the entire understanding between the institutions. This Agreement shall not be varied in any way except with the written agreement of both parties.

J. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
Universitat Politècnica de Catalunya Barcelona	Prof. Francesc Torres Rector of the Universitat Politècnica de Catalunya		 UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH International Affairs
UNIVERSITY OF ISFAHAN/ IRAN	Prof. Hooshang Talebi Rector of the University of Isfahan	January 29, 2019	 

⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation