



University of Stuttgart
Germany

Erasmus+ Programme

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

Inter-institutional¹ agreement 2020-2023² **between institutions from** **Programme and Partner Countries³**

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+.

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 Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture
Directorate Innovation, International Cooperation and Sport
Unit C3: International Cooperation

*European Commission
B-1049 Brussels*

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
Universität Stuttgart – University of Stuttgart	D STUTGA01	Project Coordinator: Please refer to annex	Please refer to annex
University of Isfahan	Isfahan, E 10084439	Project Coordinator: Please refer to annex	Please refer to annex

B. Mobility numbers from winter semester 2020/21 to summer semester 2023

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.

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]
D STUTGA01	Isfahan, E 10084439				does not apply
Isfahan, E 10084439	D STUTGA01				does not apply

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

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 *
D STUTGA01	Isfahan, E 10084439		Building Energetics, Terotechnology and Energy Storage	max. 4 staff members** min. 5 days (excl. travel time) max. 1 week min. 8 teaching hours/ week	<i>does not apply</i>
Isfahan, E 10084439	D STUTGA01		Renewable energy systems, Thermodynamics, Sustainable buildings, Energy- efficient/passive buildings, Mechanical engineering, Electrical engineering, Chemical engineering, Biomedical engineering, Computer engineering	max. 13 staff members** min. 5 days (excl. travel time) max. 1 week min. 8 teaching hours/ week	<i>does not apply</i>

****Please note that the number and duration of Erasmus+ scholarships for participants are defined in the funding agreement for this project and can only be adjusted according to programme guidelines by the Project Coordinator at the University of Stuttgart.**

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D STUTGA01		<i>Please refer to annex</i>	<i>Please refer to annex</i>	<i>does not apply</i>	<i>Please refer to annex</i>

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>

Isfahan, E 10084439		<i>Please refer to annex</i>	<i>Please refer to annex</i>	<i>does not apply</i>	<i>Please refer to annex</i>
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For more details on the language of instruction recommendations, see the course catalogue of each institution.

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.
- 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

D STUTTGA01: *Please refer to annex*

Isfahan, E 10084439: *Please refer to annex*

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
D STUTTGA01	<i>Please refer to annex</i>	<i>Please refer to annex</i>
Isfahan, E 10084439	<i>Please refer to annex</i>	<i>Please refer to annex</i>

* to be adapted in case of a trimester system

3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI.

- **D STUTTGA01:** *does not apply*
- **Isfahan, E 10084439:** *does not apply*

4. Termination of the agreement

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 20XX will only take effect as of 1 September 20XX+1.

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."

G. Information

1. Grading systems of the institutions

D STUTTGA01: *Please refer to annex*

Isfahan, E 10084439: *Please refer to annex*

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
D STUTTGA01	<i>Please refer to annex</i>	<i>Please refer to annex</i>
Isfahan, E 10084439	<i>Please refer to annex</i>	<i>Please refer to annex</i>

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
D STUTTGA01	<i>Please refer to annex</i>	<i>Please refer to annex</i>
Isfahan, E 10084439	<i>Please refer to annex</i>	<i>Please refer to annex</i>



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
D STUTTGA01	<i>Please refer to annex</i>	<i>Please refer to annex</i>
Isfahan, E 10084439	<i>Please refer to annex</i>	<i>Please refer to annex</i>

**H. Signatures of the institutions (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
D STUTGA01	Univ.-Prof. Dr.-Ing Dr. h.c. Wolfram Ressel Rector	24.09.2020	
Isfahan, E 10084439	Prof. Hooshang Talebi President	29.09.2020	

⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

Annex to Erasmus + Inter-Institutional Agreement
Institutional Fact Sheet 2020/21 – until further notice

1. Institutional Information

1.1. Institutional details

Name of the institution	University of Isfahan
Erasmus Code	-
Organisation ID	E10084439
EUC	-
Address International Office or/and official address	International Scientific Cooperation Office, University of Isfahan, Hezar Jarib Street, Isfahan 81746-73441, Iran, Tel: +983137932039, Email: int-office@ui.ac.ir
Website Institution	www.ui.ac.ir
Website International Office or respective institute	www.isc.ui.ac.ir
Online course catalogue	-

1.2. Main contact for the Erasmus+ Project

Contact person at International Office or other	Prof. Dr. Seyed Komail Tayebi
Responsibility	Director of International Office
Contact details	Phone : +98-313-7932040 Email: director.isco@dean.ui.ac.ir

1.3. Main contacts for staff mobility

Contact person at International Office or other	Ms. Fariba Hadian
Responsibility	Erasmus Coordinator (outgoing)
Contact details	Phone: +98-313-7932039 Email: erasmuscoordinator@ui.ac.ir

Contact person at International Office or other	Mrs. Houri Zarei
Responsibility	Erasmus Coordinator (incoming)
Contact details	Phone: +98-313-7935158 Email: int-office@ui.ac.ir

Contact person Faculty if other than above	Dr. Ehsan Baniasadi
Responsibility	Project Coordinator
Contact details	Phone : +98-313-7935604 Email: e.baniasadi@eng.ui.ac.ir, ehsan.baniasadi@gmail.com

1. Detailed requirements and additional information

C. Recommended language skills

Please indicate if there are recommended language skills for students studying at your institution:

Type of mobility	Subject area	Language(s) of instruction	Requires language of instruction level *	Participation in the intensive German course
Staff Mobility for Teaching / Training	Any	German / English		-

* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

D. Additional requirements

Special Needs:

Students and staff with disabilities are welcome to apply for an Erasmus exchange to our university. These people need to inform us about their special needs before their application for the program well ahead of time to be considered. In case our university can accommodate their needs, they will be highly welcomed.

E. Additional information

1. Grading system

Please add information on your grading system or add the link on your website on where to find this information.

Grade	Scale 1	Scale 2	Description	Mentioned
16-20	A	4	Excellent	Highest Distinction
14-15.99	B	3	Very Good	Higher Distinction
12-13.99	C	2	Good	Distinction
10-11.99	D	1	Acceptable	--
0-9.99	F	0	Fail	--

At University of Isfahan the passing grade point for single courses is 10.00 for B.A. graduate program and 12.00 and 14.00 for M.A. and Ph.D. programs, respectively.

2. Visa

Please indicate if your institution will provide assistance, when required in securing visas for incoming and outgoing students and staff according to the requirements of the Erasmus Charter for Higher Education.

The University of Isfahan will provide assistance for incoming and outgoing students and staff according to the requirements of the visa affairs for both groups. The incoming people can email directly to Mrs. Houri Zarei (her details are in the following table) to apply for the Iranian visa. The outgoing people can also contact Mrs. Neda Naderi (her details are in the following table) for any required assistance.

Please name the contact person by whom information and assistance can be provided. Please also indicate further information sources if applicable.

Contact person	Mrs. Houri Zarei
Responsibility	Visa Coordinator (Incoming)
Contact details	int-office@ui.ac.ir, Phone: +98-313-7935158
Website	www.isc.ui.ac.ir

Contact person	Mrs. Neda Naderi
Responsibility	Visa Coordinator (Outgoing)
Contact details	isco1.ui@gmail.com , Phone: +98-313-7932039
Website	www.isc.ui.ac.ir

3. Insurance

Please indicate if your institution will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

https://ec.europa.eu/info/index_en

The University of Isfahan will provide assistance for incoming and outgoing students and staff according to the requirements of the insurance affairs for both groups. The incoming people can email directly to Mrs. Houri Zarei (her details are in the following table) they apply either for the Iranian visa or on their arrivals. The outgoing people can also contact Mrs. Neda Naderi (her details are in the following table) for any required assistance, especially when they need to present letters to insurance companies.

Contact person	Mrs. Houri Zarei
Responsibility	Insurance Coordinator (Incoming)
Contact details	int-office@ui.ac.ir , Phone: +98-313-7935158
Website	www.isc.ui.ac.ir

Contact person	Mrs. Neda Naderi
Responsibility	Visa Coordinator (Outgoing)
Contact details	isco1.ui@gmail.com , Phone: +98-313-7932039
Website	www.isc.ui.ac.ir

4. Housing

The University of Isfahan is able to support student/staff in finding accommodation outside the campus. The university guesthouse is available inside the campus regarding booking in advance. They can write to Mrs. Houri Zarei whose details are in the table below:

Contact person	Mrs. Houri Zarei
Responsibility	Erasmus Coordinator (Incoming)
Contact details	int-office@ui.ac.ir , Phone: +98-313-7932039
Website	www.isc.ui.ac.ir

5. Academic Calendar:

	Autumn term	Spring term
Preparatory courses (f. ex. language courses)	September 19 - January 06	February 06 – June 08
Lecture period	September 19 - January 06	February 06 – June 08
Exam period	January 07 – January 23	June 09 – June 25
Website with current semester dates	https://academics.ui.ac.ir/Index.aspx?page_=form&lang=1&PageID=20454&tempname=AcademicsMain&sub=16	

Annex to Erasmus + Inter-Institutional Agreement
Institutional Fact Sheet 2020/21 – until further notice

1. Institutional Information

1.1. Institutional details

Name of the institution	Universität Stuttgart – University of Stuttgart
Erasmus Code	D STUTTGA01
Organisation ID	E10209372
EUC	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
Address International Office	International Office, Pfaffenwaldring 60 (IZ), 70569 Stuttgart, Germany
Website Institution	https://www.uni-stuttgart.de/
Website International Office	https://www.uni-stuttgart.de/en/university/international/service/
Online course catalogue	https://campus.uni-stuttgart.de/cusonline/webnav.ini

1.2. Main contacts

Contact person International Office	Ms Britta GOERTZ
Responsibility	Erasmus KA107 Coordinator Contact person for Erasmus partner institutions and inter-institutional agreements
Contact details	Phone: +49 711 685 60944 - Email: goertz@ia.uni-stuttgart.de

Contact person Faculty	Dr. Dirk Schwede
Responsibility	Team Lead Chair of Heating Ventilation, Team "System Integration and Sustainable Buildings"
Contact details	Phone: +49 0711 685 62090 – Email: Dirk.Schwede@igte.uni-stuttgart.de

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Requires language of instruction level *	Participation in the intensive German course
Staff Mobility for Teaching / Training	Any	German / English	B2 English or German	-

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

D. Additional requirements

Special Needs:

Students and staff with disabilities are welcome to apply for an Erasmus exchange to our university. Our university is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

E. Additional information

1. Grading system

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS.

ECTS credits	
1 full academic year	60 credits
1 semester	30 credits
1 term/trimester	20 credits

Incoming students receive documents verifying successful participation in a course, the so-called *Scheine*. These have to be submitted to the Erasmus departmental coordinators before the end of the exchange. The departmental coordinators will then issue the students' transcripts of records.

grade	in words	corresponding to
1,0 - 1,3	<i>sehr gut</i>	very good (seldom achieved)
1,4 - 2,3	<i>gut</i>	good (well above average)
2,4 - 3,3	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,4 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 - 5,0	<i>mangelhaft</i>	not sufficient / fail

2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Ms Anna Weiss
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone Weiss: +49 711 685 68545 Fax: +49 711 685 68600 - Email: weiss@ia.uni-stuttgart.de
Website	https://www.uni-stuttgart.de/en/study/international/visa/

3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Anna Weiss
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone Weiss: +49 711 685 68545 Fax: +49 711 685 68600 - Email: weiss@ia.uni-stuttgart.de
Website	https://www.uni-stuttgart.de/en/study/international/insurance/

4. Housing

Our institution will support incoming student/staff 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:

Contact person	Ms Anna Weiss
Responsibility	General Erasmus incoming enquiries
Contact details	Phone Weiss: +49 711 685 68545, Fax: +49 711 685 68600 - Email: weiss@ia.uni-stuttgart.de

5. Academic Calendar:

<https://www.student.uni-stuttgart.de/en/organizing-studies/semester-dates/>

	Autumn term	Spring term
Intensive German Course	September – mid-October	March – mid-April
Lecture period	mid-October – mid-February	mid-April – mid-July
Exam period	mid-February – mid-April	mid-July – mid-October

Stuttgart, 12.08.2020