

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

**Inter-institutional<sup>1</sup> agreement 2020-2022**  
**between institutions from**  
**Programme and Partner Countries<sup>2</sup>**

**[Minimum requirements]<sup>3</sup>**

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+. Any amendments to the agreement should be agreed by both parties prior to take any effect.

**A. Information about higher education institutions**

Full name of the institution / country	Erasmus code or city <sup>4</sup>	Contact details <sup>5</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSIDAD DE ALMERIA, SPAIN</b>	<b>E ALMERIA01</b>	<b>Institutional Coordinator</b>  <b>Julián Cuevas González</b>  Vice rector for Internationalization University of Almería, International Office, Ctra. Sacramento s/n. La Cañada de San Urbano 04120 Almería. Spain.	<a href="https://www.ual.es/estudios/grados">https://www.ual.es/estudios/grados</a>

<sup>1</sup> 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+.

<sup>2</sup> 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.

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> 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.

<sup>5</sup> Contact details to reach the senior officer in charge of this agreement.

		<b>Email:</b> sripro@ual.es <b>Phone:</b> +34 950 01 5046	
<b>UNIVERSITY OF ISFAHAN</b>	<b>ISFAHAN</b>	<b>Administrative contact:</b> Dr. Seyed Komail Tayebi, President Consultant in International Affairs and Director of International Scientific Cooperation Office <b>Phone:</b> +98 313 793 2040 <b>WhatsApp:</b> +989131141268 <b>Email:</b> director.isco@dean.ui.ac.ir	https://www.isc.ui.ac.ir
[...]			

## B. Mobility numbers<sup>6</sup> for 2 Academic Years<sup>7</sup>

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeship s *
<b>E ALMERIA01</b>	<b>ISFAHAN</b>	-	-	-	-	-

<sup>6</sup> 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>)

<sup>7</sup> Every year the above number and type of mobilities may differ depending on the funding granted by the Spanish National Agency to the UAL. Any change in the number or type of mobilities will be notified via email. Such notification will be a part of this IIA as an Annex.

<b>ISFAHAN</b>	<b>E ALMERIA01</b>	0531	Chemistry	3rd	1 (5 months) <sup>8</sup>	-
----------------	--------------------	------	-----------	-----	---------------------------	---

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

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code *</b> [ISCED]	<b>Subject area name *</b>	<b>Number of staff mobility periods</b>	
				<b>Staff Mobility for Teaching</b> [total number of days of teaching periods or average duration *]	<b>Staff Mobility for Training *</b>
<b>ISFAHAN</b>	<b>E ALMERIA01</b>	-	-	-	-
<b>E ALMERIA01</b>	<b>ISFAHAN</b>	-	-	-	-

### 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:

<b>Receiving institution</b> [Erasmus code or city]	<b>Optional: Subject area</b>	<b>Language of instruction 1</b>	<b>Language of instruction 2</b>	<b>Recommended language of instruction level<sup>9</sup></b>	
				<b>Student Mobility for Studies</b> [Minimum recommended level: B1]	<b>Staff Mobility for Teaching</b> [Minimum recommended level: B2]
<b>E ALMERIA01</b>	<b>Chemistry</b>	English	-	B2	-

<sup>8</sup> The admission of the Phd student in the University of Almeria will be subject to the previous acceptance by the responsible professor at the University of Almeria (contact the International Relations Office [sripro@ual.es](mailto:sripro@ual.es))

<sup>9</sup> 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>

<b>ISFAHAN</b>	<b>Chemistry</b>	English	-	B2	-
----------------	------------------	---------	---	----	---

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](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 organizational 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**

- Selection Requirements for students: The main criterion for the selection of students should be Academic Merit. In case of two or more students with equal Academic Merit, students with a vulnerable socio-economic situation should be prioritized. Other criteria could be previous experience in mobility activities, motivation, language knowledge, etc.

All the documents related to the selection of students (Minutes of the Selection Committee, Call for applications, list of validated and list of selected students and Reserve List) should be available for all parts involved before, during and after the selection process. A copy of the above documents should be sent to the hosting university together with the nomination list.

- Administrative Contact Persons for Incoming and Outgoing Mobility in the Partner and Programme Countries HEI (e-mail and telephone).

**UAL:**

INCOMING: Rosario Padilla Rodríguez. Email: [sripro@ual.es](mailto:sripro@ual.es), [incoming@ual.es](mailto:incoming@ual.es)

OUTGOING: Alberto Roldán Ruiz: [outgoing@ual.es](mailto:outgoing@ual.es)

**ISFAHAN:**

**ERASMUS AGREEMENT COORDIANATOR:** Fariba Hadian (Miss) Email: isco3.ui@gmail.com

**INCOMING:** Houri Zarei (Mrs) Email: int-office@ui.ac.ir

**OUTGOING:** Neda Naderi (Mrs) Email: isco1.ui@gmail.com

- The Programme Country Higher Education will provide language support to incoming students. Partner Countries' Higher Education institutions will do anything in their hands to provide free courses in the native language or the teaching language.

### **OTHER OBLIGATIONS OF PARTNER HEIS**

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

#### **Sending Universities**

1. To prepare a public call for applications that meets the minimum requirement established in this Agreement and in the Call for Applications draft prepared by the Beneficiary (University of Almería).
2. To promote the project activities and call for participants at their home university i.e. information sessions, workshops about the call for applications, advertisement, project website at their home university website.
3. To organize a minimum of two information sessions for students and staff and I send notice to the UAL so it can be announced on the website and Facebook.
4. To offer guidance for the elaboration of mobility documents (Learning Agreement or Work plan) and to appoint an Academic Coordinator with this purpose.
5. To contact the host university to obtain approval on the learning agreement or research/work plan

#### **Hosting Universities**

##### **Before Departure**

1. To send Invitation letter and information pack for Scholarship holders (special emphasis on admission procedures)
2. To offer total support to the scholarship holders during visa procedures, establishing permanent contact with the embassies at their home countries and contacting national entities responsible of issuing the visas
3. To find coordinators and assist with preparation of Learning agreements
4. To contact Embassies, to request updated information about visa requirements and send them to incoming students
5. To send invitation letters to Embassies
6. To inform about exact dates of the mobility to students and home universities

##### **Upon arrival**

1. To organize a welcome meeting with the incoming scholarship holders and providing the dates to the Beneficiary (UAL).
2. To sign Confirmation of arrival of the scholarship holder

3. To have the final version of learning agreement or work plan, signed by both parties, 4 weeks after the start of the mobility

### Upon departure

1. To check that the scholarship holder has submitted the following documents:
  - o Confirmation of Arrival and Departure signed by the Scholarship holder and the official contact person at the host university
  - o Updated Learning Agreement or Work Plan (if applicable)

PLEASE SPECIFY WHETHER THE INSTITUTIONS HAVE THE INFRASTRUCTURE TO WELCOME STUDENTS AND STAFF WITH DISABILITIES

**E ALMERIA01:** The University of Almeria has the infrastructure to welcome students and staff with disabilities:

<https://www.ual.es/vida-universitaria/diversidad-funcional>

**ISFAHAN:** University of Isfahan offers necessary equipment to students or staff with health disabilities, specific learning disabilities, or to those who require psychological care. There is specific salon, library also for those applicants.

### F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
<b>E ALMERIA01</b>	June 15 <sup>th</sup> for nomination June 30 <sup>th</sup> application for admission	November 15 <sup>th</sup> for nomination November 30 <sup>th</sup> application for admission
<b>ISFAHAN</b>	June 20 <sup>th</sup> for nomination July 20 <sup>th</sup> application for admission	November 20 <sup>th</sup> for nomination December 20 <sup>th</sup> application for admission

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

2. The receiving institution will send its decision within 2 weeks.
  - University of Isfahan will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 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

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 2020 will only take effect as of 1 September 2021.

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

#### E ALMERIA01:

ECTS	UAL (10/10)
A = Excellent	Matrícula de Honor (=10)
B = Very good	Sobresaliente (>=9 and <10)
C = Good	Notable (>=7 and <9)
D = Satisfactory	Aprobado (>=6 and <7)
E = Sufficient	Aprobado (>=5 and <6)
F = Fail	Suspense (<5)
_ = No Results	No presentado (The student has not taken the exam)

#### ISFAHAN:

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	--

### 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
--	-----------------------------------	-------------------------



<b>E ALMERIA01</b>	<a href="mailto:sripro@ual.es">sripro@ual.es</a> +34 950 01 5790	<a href="http://cms.ual.es/UAL/universidad/organos/gobierno/vinternacional/documentacion/index.htm">http://cms.ual.es/UAL/universidad/organos/gobierno/vinternacional/documentacion/index.htm</a>
<b>ISFAHAN</b>	int-office@ui.ac.ir +98 3137935158 +989132283898	<a href="https://www.isc.ui.ac.ir">https://www.isc.ui.ac.ir</a>

### 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:

<b>Institution [Erasmus code or city]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>E ALMERIA01</b>	<a href="mailto:erasmusual@ual.es">erasmusual@ual.es</a> +34 950 01 5046	<a href="http://cms.ual.es/UAL/en/universidad/serviciosgenerales/uinternacional/pagina/SEGUROMOVILIDAESTUDIANTE">http://cms.ual.es/UAL/en/universidad/serviciosgenerales/uinternacional/pagina/SEGUROMOVILIDAESTUDIANTE</a>
<b>ISFAHAN</b>	int-office@ui.ac.ir +983137935158 +989132283898	<a href="https://www.isc.ui.ac.ir">https://www.isc.ui.ac.ir</a>

### 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:


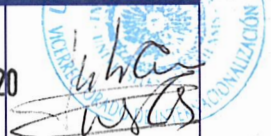


<b>Institution [Erasmus code or city]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>E ALMERIA01</b>	housing@ual.es	<a href="http://www2.ual.es/alojamiento/">http://www2.ual.es/alojamiento/</a> <a href="http://cms.ual.es/UAL/en/alojamientos/index.htm">http://cms.ual.es/UAL/en/alojamientos/index.htm</a>

<b>ISFAHAN</b>	int-office@ui.ac.ir +98 3137935158 +989132283898	<a href="https://www.isc.ui.ac.ir">https://www.isc.ui.ac.ir</a>
----------------	--	---

### 5. ECTS Credits Equivalence for Recognition

COUNTRY	PARTNER COUNTRY UNIVERSITY	ECTS Equivalent <sup>10</sup>
<b>IRAN</b>	<b>UNIVERSITY OF ISFAHAN</b>	1 credit equals 15-17 hours per semester each course includes 2, 3 or 4 credits.

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>11</sup>
<b>E ALMERIA01</b>	Julián Cuevas González Vice-Chancellor for Internationalization	16 DIC. 2020	 
<b>ISFAHAN</b>	Seyed Komail Tayebi President Consultant in International Affairs and Director of International Scientific Cooperation Office	13 Jan 2021	 

<sup>10</sup> Please, let us know what is the equivalence between your credit system and the ECTS credits used in Europe.

<sup>11</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation