

Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-2020² between programme countries

[Minimum requirements]³

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Universidad de Cantabria (UC) Avda. de los Castros s/n. 39005 Santander (Cantabria) - Spain	E SANTAND01	Institutional Coordinator: Prof. Teresa Susinos Rada Vicerrectora de Internacionalización y Cooperación Avda. de los Castros s/n 39005 Santander (Cantabria) vr.internacional@unican.es Head of International Office: Ms. Gemma Castro Tel. +34 942 20 10 38 castrog@gestion.unican.es Administrative Contact: Ms. Águeda Sánchez Tel. +34 942 20 09 70 sancheza@gestion.unican.es	General Information: http://web.unican.es/en/Studying/admission Courses taught in English: http://web.unican.es/en/Studying/academic-offer/courses-taught-in-english Practicalities: http://web.unican.es/en/Studying/practicalities
Université Internationale de Rabat (UIR) Technopolis Shore Rocade 11100 Sala Al Jadida Rabat	RABAT 951928707	Mrs. Hakima Fassi Fihri Director of International Relations and Partnerships / Institutional Coordinator Hakima.fassifihri@uir.ac.ma / ri@uir.ac.ma	General University page: www.uir.ac.ma Course catalogue:

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates

Morocco		+ 212 (0) 530 10 30 00 Ms. Clara Zavala Folache Coordinator of Incoming and Outgoing Exchanges Clara.zavala@uir.ac.ma + 212 (0) 530 10 40 18	http://www.uir.ac.ma/en/course_catalogue
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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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code 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 *
RABAT 951928707	E SANTAND01	0311 / 0410 / 0710 / 0220	Economics / Business and administration / Industrial Engineering / Humanities (except languages), not further defined	1 st	1 student (4 months)	N/A

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory. For Student Mobility for Traineeships or Staff Mobility for Training, Institutions may agree to cooperate on the organisation of traineeships; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM	TO	Subject	Subject	Number of staff mobility periods
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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>





[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
N/A	N/A	N/A	N/A	N/A	N/A

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
E SANTANDO1	All subject areas	English	Spanish	English: B2 recommended Spanish: B1 recommended	N/A
RABAT 951928707	All subject areas	English	French	B1	B2

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

D. Additional 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.

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://europa.europa.eu/en/resources/european-language-levels-cefr>



- 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.

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E SANTANDO1:

Support is offered to students and staff with special needs or disability, the International Office should be contacted in the first place

<http://web.unican.es/en/Studying/practicalities/the-uc-international-relations-office>

Integration of mobile students:

<http://web.unican.es/en/Studying/admission/exchange-students>

For further details, please refer to the UC information sheet:

http://web.unican.es/unidades/oficina-relaciones-internacionales/Documents/UC_Information_Sheet.pdf

E. Calendar

1. Applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E SANTAND01	30 th June	15 th November
RABAT 951928707	June 1st	November 1st

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

2. The receiving institution will send its decision within 5 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.
4. Termination of the agreement
In case of earlier 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 of year N will only take effect as of 1 September of year N+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict

F. Information

1. Grading systems of the institutions

F SANTAND01:

<http://web.unican.es/en/Studying/the-spanish-university-system/assessment-and-grading-scale>

UIR - Rabat:

Grades range from 0 to 20 in accordance with the European Credit Transfer System (ECTS).

Credit is granted only in courses in which a minimum of 10/20 has been obtained. In reference to grades, the following descriptions are applied:

Distinction	20 points scale	GPA	Letter Grade	Percentage
Excellent	17 and above	4.0	A+	95-100
Very good	15-16	3.7	A-	85-94
Good	13-14	3.2	B+	80-84
Satisfactory	11-12	2.8	B-	70-79
Sufficient /Pass	10	2.0	C	61-69
Fail	Any grade below 10/20	0	F	Below 60%

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]	Contact details (email, phone)	Website for information
E SANTAND01	exchange_students@unican.es	http://web.unican.es/en/Studying/admission/legal-aspects-visa
RABAT 951928707	Ms. Clara Zavala Folache Coordinator of Incoming and Outgoing Exchanges Clara.zavala@uir.ac.ma ri@uir.ac.ma +212 (0) 530 10 40 18	UIR Fact Sheet: http://www.uir.ac.ma/sites/default/files/Fact%20sheet-UIR-2017-2018_0.pdf

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]	Contact details (email, phone)	Website for information
E SANTAND01	exchange_students@unican.es	http://web.unican.es/en/Studying/practicalities/health-insurance
RABAT 951928707	Ms. Clara Zavala Folache Coordinator of Incoming and Outgoing Exchanges Clara.zavala@uir.ac.ma ri@uir.ac.ma +212 (0) 530 10 40 18	UIR Fact Sheet: http://www.uir.ac.ma/sites/default/files/Fact%20sheet-UIR-2017,2018_0.pdf


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]	Contact details (email, phone)	Website for information
E SANTAND01	info@accommodationunican.com +34 648 100 288	www.accommodationunican.com/
RABAT 951928707	Ms. Clara Zavala Folache Coordinator of Incoming and Outgoing Exchanges Clara.zavala@uir.ac.ma ri@uir.ac.ma +212 (0) 530 10 40 18	http://www.uir.ac.ma/en/se-loger-au-campus

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
E SANTAND01	Mrs. Teresa Susinos Rada Vice-Rector for Internationalization and Co-operation	17/11/2017	



² Scanned signatures are accepted





Erasmus+



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