



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2018² between institutions from programme and partner 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 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 the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Universidad de Santiago de Compostela / Spain	E SANTIAG01	Institutional Coordinator E. López Veloso	International Relations Office - Casas Reais nº 8 – E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 – Fax 0034 881 812 843 – e-mail: erasmus.ka107@usc.es	http://www.usc.es/
Kabul Medical University/AFGANISTAN	Kabul	Brishna Dawlaty	Jamal Mina, KMU. Kabul, Afghanistan 0093 704 292 521; +93 775 071 330 brishna.db@gmail.com ; brishna.dawlaty@gmail.com ; rahmatullahTanha@gmail.com ; zarif1500@gmail.com	http://www.kmu.edu.af

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

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while **Partner Countries HEI should mention the city where they are located.**



B. Mobility numbers⁵ per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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 2016/17]
Kabul	E SANTIAGO1	0912 Medicine 0911 Dental studies		1 st , 2 ^{en} (short period, undergraduate)	2 students @ 10 months each	

[*Optional: subject 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 traineeship; 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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
Kabul	E SANTIAGO1	0912	Médecine	4 @ 4 weeks	
		0911	Dental Study		

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.

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>)



Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1] See also E: ADDITIONAL REQUIREMENTS	Staff Mobility for Teaching [Minimum recommended level: B2]
E SANTIAGO1	all areas	Spanish	Galician	B1 Spanish DELE ⁷ certificate	B1 in Spanish or B2 in English recommended. No certificate is required.
Kabul	Dental (0911) Medicine (0912)	Dari	English	---n/a	B2 in English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page]. **At USC all students who do not have certified B1 on arrival will attend intensive and/or semester language courses.** More information at:

<http://www.usc.es/en/servizos/clm/cursos/espanol/index.html>

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁸ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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.

⁶ See Common European Framework of Reference for Languages

⁷ *Diploma de Español como lengua extranjera. If not available, we may accept other certificates of Spanish as a foreign language, or at least formal confirmation from the home university that student has B1 level Spanish.

⁸ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



- 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. Any additional requirements

STUDENT SELECTION

Obligations of all Partner Higher Education Institutions (HEI)

- To publish the calls for applications on the university website during the whole application and selection process, laying out the criteria for student applications, selection, appeals, acceptance etc.
- To promote the project and mobility opportunities to their student community by all possible means
- To establish, publish, and communicate to USC the student call entry criteria, which must include:
 - Students must be registered at partner university in full-time undergraduate studies
 - Students must have completed 15% of their undergraduate programme at time of application
 - Students must have at least 30 credits still to complete during their period of mobility
- Home Selection Committee

The committee shall include 3 full time members of staff, one being involved in KA107 management.

 - The committee shall establish selection criteria to include:
 - Student academic record (average grade in current undergraduate studies)
 - Language levels: eg a points system for students who already have level A2 or B1 Spanish
 - Student's own drafted letter of motivation
 - Where students have equal scores, those from disadvantaged backgrounds should have priority
 - The Home University Selection Committee shall review candidates for selection with USC wherever possible online by Skype
 - The committee shall document the selection meeting and send a resumé to USC
 - The committee shall publish (as per previous publications) the final list of selected students with a reserve list, stating the appeal process available, and the deadline for accepting or refusing the mobility
 - On sending student nominations to USC, partner universities shall confirm that outgoing students will enrol and take part in Spanish courses before arriving at USC, with the home university assistance.

STAFF SELECTION

Obligations of all Partner Higher Education Institutions (HEI)

- To publish the call for applications on the university website during the whole application and selection process, laying out the criteria for applications,



- selection, appeals, acceptance etc.
- To promote the project and mobility opportunities to their staff community by all possible means
- To establish, publish, and communicate to USC the entry and selection criteria, which must include:
 - Staff must be on the full-time payroll of the partner university
 - Staff should be teaching staff from one of areas of study stated at B – (annex)
 - Staff should have either B1 Spanish or B2 English level
- Home Selection Committee
 - To include 3 full time members of staff not participating in the exchange
 - To establish selection criteria to include
 - Staff CV
 - Staff proposed work plan at host university
 - The committee shall publish (as per previous publications) the final list of selected staff with a reserve list, stating the appeal process available, and the deadline for accepting or refusing the mobility
 - The Home University Selection Committee shall document the selection meeting and send the meeting minutes to host university.

STUDY RECOGNITION

- All students shall have a home and host academic supervisor
- All students shall complete a learning agreement prior to their study period using Erasmus Plus KA107 models, following USC guidance.
- Registration at both home and host universities is compulsory during the mobility period; The host university shall apply a full fee waiver
- The learning agreement is valid when signed by the student and by coordinators at both home and host universities, and registered at host university
- Students may make modifications to their learning agreement during the first month of their mobility
- Students shall be awarded a transcript of records on successful completion of their course, reflecting the credits awarded and the credit transfer mechanism
- Home Universities must send USC proof of credit transfer to students home academic record within 2 months of receiving the transcript of record

ADMINISTRATIVE MANAGEMENT AND PROJECT REPORTING

USC shall supply partner universities with work protocols, instructions and document templates covering every stage of the project, in advance of each stage of implementation, based on National Agency publications:

<http://www.sepie.es/educacion-superior/seguimiento-2016-KA1.html#contenido>

Partner Universities shall comply with administrative management tasks and project reporting with due diligence. The extent and content of the reporting will relate directly to opportunities for future funding bids.



The University of Santiago de Compostela welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at: <http://www.usc.es/en/servizos/sepiu/integracion.html>

F. Calendar (Receiving institution E SANTIAG01)

PROGRAMME PROMOTION	September 2016 onwards	
STAFF CALL FOR APPLICATIONS for whole project	October-November 2016	
STUDENT CALL FOR APPLICATIONS	November 2016 – February 2017	
STUDENT NOMINATIONS information on nominated students must reach the receiving institution by:	<i>For Autumn term 2017 and full year 2017/18:</i>	<i>For Spring term 2018 (only in exceptional cases)</i>
	Nomination: 15 April	Nomination: 15 Sept.
STUDENT APPLICATION COMPLETION Nominated students receive by e-mail their login details to our online application form to be completed within the <u>application</u> deadline.	Application: 15 May	Application: 15 October
STUDENT ACCEPTANCE	Once completed, students receive an acceptance letter by e-mail within a max. of 2 weeks. If hard copies are required, the receiving institution will send letters within 4 weeks after the end of the application period.	
STAFF MOBILITIES	Proposed staff weeks Spring 2017 and 2018	
STUDENT MOBILITIES	Starting August/September 2017	
TRANSCRIPT OF RECORDS	To be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. <i>[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]</i>	
TERMINATION OF THE AGREEMENT	The involved institutions shall reach mutual agreement on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year shall be given. 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' guide⁹. 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.]

⁹ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm



E SANTIAGO1:

Local Grade		ECTS Grade	Definition
Matrícula de Honor	10	A+	EXCELENT – Outstanding performance with only minor errors. Just in very exceptional cases
Sobresaliente	9-9.9	A	VERY GOOD – Above the average standard but with some errors
Notable	7-8.9	B	GOOD – Generally sound work with a number of notable errors
Aprobado	5-6.9	C/D/E	SATISFACTORY/SUFFICIENT – Performance meets the minimum criteria. Average performance
Suspense	0-4.9	F/FX	FAIL - Failed
Apto	-	-	PASS - Passed

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 (e-mail, phone)	Website for information
E SANTIAGO1	erasmus.ka107@usc.es	http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx
Kabul	info@kmu.edu.af	mfa.gov.af/en/page/4115/3903

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 (e-mail, phone)	Website / information
E SANTIAGO1	erasmus.ka107@usc.es	USC will instruct all incoming Erasmus Plus KA107 students and staff on compulsory travel and health insurance in advance of visa application
Kabul	info@kmu.edu.af	KMU will instruct all incoming students




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 (e-mail, phone)	Website for information
E SANTIAGO1	erasmus.ka107@usc.es ; mobilidade.sur@usc.es	A yearly call for applications is published each May for the following academic year (ie May 2017 for Autumn entry 2017) at this link: http://www.usc.es/en/servizos/sur/index.html Incoming students who wish to be placed in one of the dormitories must take part in that call.
Kabul	info@kmu.edu.af	http://www.kmu.edu.af/en/page/international-communications

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
E SANTIAGO1	Institutional Coordinator: E. López Veloso International Relations Office - Casas Reais nº 8 - E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 - Fax 0034 881 812 843 - e-mail: erasmus.ka107@usc.es	20.9.2016	 Fdo.: Enrique López Veloso
Kabul	Prof. Dr. Shirinaqa Zarif , Chancellor KMU Kabul Medical University Jamal Mina, KMU. Kabul, Afghanistan 0093 704 292 521; +93 775 071 330 brishna.db@gmail.com ; brishna.dawlaty@gmail.com ; zarif1500@googlemail.com	18.09.2016	