

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016-20[21]<sup>2</sup> between institutions from programme and partner countries

#### [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+.

#### A. Information about the higher education institutions

| Full name of the institution / country | Erasmus code or city <sup>4</sup> | Name of the contact person          | Contact details (email, phone)   | Website (eg. of the course catalogue)                               |
|--|-----------------------------------|-------------------------------------|--|---|
| TRANSILVANIA UNIVERSITY OF BRASOV      | RO BRASOV01                       | Prof.dr.eng. Simona Lache           | Vice-Rector for Internationalization and Quality Evaluation<br>Institutional Coordinator<br>Prof.dr.eng. Simona Lache. ,<br><a href="mailto:slache@unitbv.ro">slache@unitbv.ro</a><br><br>Erasmus+ Office<br>B-dul Eroilor nr 29.<br>RO-500036 Brasov. Romania.<br>☎/☎ : +40 268473473<br>✉ : <a href="mailto:erasmus@unitbv.ro">erasmus@unitbv.ro</a><br><br>Contact person:<br>Prof.dr. Monica Răileanu Szeles<br><br><a href="mailto:monica.szeles@unitbv.ro">monica.szeles@unitbv.ro</a> | <a href="http://www.unitbv.ro/orien/">www.unitbv.ro/orien/</a>      |
| UNIVERSITY OF CUENCA, ECUADOR          | Cuenca                            | Mst. Maria Isabel Eljuri Jaramillo. | Director of International Relations<br>Mst. Maria Isabel Eljuri  | <a href="http://www.ucuenca.edu.ec/">http://www.ucuenca.edu.ec/</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> Higher education institutions have to agree on the period of validity of this agreement.

<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 Countries HEI should mention the city where they are located.

|  |           |  |   |   |
|--|-----------|--|---|---|
|  | 995058011 |  | Jaramillo.<br>Av 12 de Abril s/n y Agustin<br>Cueva<br>010201<br>Cuenca -Ecuador<br>Email:<br><a href="mailto:relaciones.internacionales@ucuenca.edu.ec">relaciones.internacionales@ucuenca.edu.ec</a><br>Telf :+ 593 7 405 1000 ext 15<br>31 | <a href="http://www.ucuenca.edu.ec/oferta-academica/oferta-de-grado/facultad-de-ciencias-economicas">http://www.ucuenca.edu.ec/oferta-academica/oferta-de-grado/facultad-de-ciencias-economicas</a> |
|--|-----------|--|---|---|

## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added if the agreement is signed for more than one 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<br>[Erasmus code or city of the sending institution] | TO <sup>7</sup><br>[Erasmus code or city of the receiving institution] | Subject area code *<br>[ISCED 2013] | 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<br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships*<br>[Not relevant for 2015] |
| RO BRASOV01   | Universidad de Cuenca<br>995058011                                     | 0311                                | Regional economics  | 1 <sup>st</sup>  | 1 student x 5 months   |   |
| Universidad de Cuenca<br>995058011                        | RO BRASOV01  | 0311                                | Regional economics  | 1 <sup>st</sup>  | 1 student x 5 months   |   |

[\*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 <sup>7</sup><br>[Erasmus code or city of the sending institution] | TO <sup>7</sup><br>[Erasmus code or city of the receiving institution] | Subject area code *<br>[ISCED 2013] | Subject area name * | Number of staff mobility periods   |                               |
|--|--|-------------------------------------|---------------------|--|-------------------------------|
|  |  |                                     |                     | Staff Mobility for Teaching<br>[total number of days of the teaching periods or average duration*] | Staff Mobility for Training * |
| RO BRASOV01  | Universidad de Cuenca  | 0311                                | Regional economics  | 2 X 14 days  | 2 X 14 days                   |

<sup>5</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>)

|                                    |             |      |                    |             |             |
|------------------------------------|-------------|------|--------------------|-------------|-------------|
|                                    | 995058011   |      |                    |             |             |
| Universidad de Cuenca<br>995058011 | RO BRASOV01 | 0311 | Regional economics | 2 X 14 days | 2 X 14 days |
|                                    |             |      |                    |             |             |

### 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<br>[Erasmus code or city] | Optional: Subject area | Main language of instruction | Additional language of instruction | Recommended language of instruction level <sup>6</sup>          |  |
|---|------------------------|------------------------------|------------------------------------|---|--|
|   |                        |                              |                                    | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| RO BRASOV01                                     | Economics              | Romanian                     | English                            | B1-English  | B2-English   |
| Universidad de Cuenca<br>995058011              | Economics              | Spanish                      | English                            | B1-Spanish  | B2-English   |

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**<sup>7</sup> 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\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_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.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

<sup>6</sup> See Common European Framework of Reference for Languages

<sup>7</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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. Any additional requirements**

*[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

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

### **RO BRASOV01:**

Selection/preparation/integration of incoming students and staff will be carried out in accordance with the principles of the Erasmus University Charter. Additional information is provided at <http://www.unitbv.ro/orien/>.

Partner Universities will send a detailed nomination list with the beneficiaries of the Erasmus mobility, by e-mail, to [incoming@unitbv.ro](mailto:incoming@unitbv.ro), together with the required documents. The required documents will be sent by e-mail (pdf format) and the originals by post to the Erasmus Office address.

We could specify in due time, upon request, if special needs of students and staff with disabilities can be fulfilled.

### **Universidad de Cuenca 995058011:**

Selection/preparation/integration of incoming students and staff will be carried out in accordance with the principles of the Erasmus University Charter. Additional information will be provided at <http://www.ucuenca.edu.ec/admisiones/admision-extranjeros>

Partner Universities will send a detailed nomination list with the beneficiaries of the Erasmus mobility, by e-mail, to [relaciones.internacionales@ucuenca.edu.ec](mailto:relaciones.internacionales@ucuenca.edu.ec) or [asistente.dri@ucuenca.edu.ec](mailto:asistente.dri@ucuenca.edu.ec) together with the required documents. The required documents will be sent by e-mail (pdf format) and the originals by post to the address of Cuenca International Relations office.

We could specify in due time, upon request, if special needs of students and staff with disabilities can be fulfilled.

## **F. Calendar**

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

| <b>Receiving institution</b><br>[Erasmus code or city] | <b>Autumn term*</b><br>[month] | <b>Spring term*</b><br>[month] |
|--|--------------------------------|--------------------------------|
| RO BRASOV01  | 15, July                       | 15, January                    |
| Universidad de Cuenca<br>995058011                     | 5, September                   | 7, March                       |

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

2. The receiving institution will send its decision within [x] weeks.

**RO BRASOV01** will send to the partner institution its decision within maximum 4 weeks from the reception of the required documents, according to the information provided at <http://www.unitbv.ro/orien/InternationalStudents/ErasmusStudents/Incoming.aspx>

**Universidad de Cuenca** will send to the partner institution its decision within maximum 4 weeks from the reception of the required documents, according to the information provided at <http://www.ucuenca.edu.ec/sobre-la-udc/relaciones-internacionales>

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

**RO BRASOV01:** Transcript of Records will be issued by RO BRASOV01 no later than 4 weeks after the assessment period has finished, and sent by post to home institution.

**Universidad de Cuenca 995058011:** Transcript of Records will be issued by CUENCA no later than 4 weeks after the assessment period has finished, and sent by post to home institution.

4. Termination of the agreement

*[It is up to the involved institutions to agree 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 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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>8</sup>. 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.]*

#### **RO BRASOV01**

(1 credit = 25 hours total work)

1 full academic year = 60 credits

1 semester = 30 credits

3 months = 20 credits

Grading distribution will be provided by student's Transcript of Records.

#### **Universidad de Cuenca**

**995058011**

Universidad de Cuenca has its regulation of credit system comprising the Functional organization, Academic organization and Student assessment. Each credit is equivalent as 16 presencal hours of classes, For the academic bachelor's degree or college graduate approval at least two hundred and twenty-five (225) credits is required academic program. In addition, you must do the work of corresponding degree, with a value of twenty (20) credits, comply with the hours of pre-professional internships and links with the community in the fields of specialty; and sixty (60) hours of academic or administrative service. The boards of each faculty plan and regulate the hours of compulsory apprenticeships.

The number of hours per week will comprise up to 30 hours, including theoretical and / or practical hours. This value is the number of credits programmed in the semester. The approval will be for subjects offered in cycles, and receiving examinations will be held as part of the school calendar established.

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<sup>8</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

The learning process during a semester will be graded on one hundred (100) points in total. Of which, 50 points will evaluate the use (learning activities developed in the process); 20 points correspond to an examination or work intercycle and 30 points exam or final work. In practical subjects, the evaluation on 100 points at the end of the cycle is recorded. In this case there is no possibility of suspension. To pass the subject the student must complete at least 60 points, added the achievement scores, the test or intercycle work and exam or final work. For the final exam, students must complete a minimum of 30 points, added notes or intercycle use and examination work. Failure to complete the 30 points of the asignature.

## **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:

| <b>Institution<br/>[Erasmus code or city]</b> | <b>Contact details<br/>(e-mail, phone)</b>   | <b>Website for information</b>  |
|---|--|---|
| RO BRASOV01                                   | <a href="mailto:incoming@unitbv.ro">incoming@unitbv.ro</a><br>phone/fax +40 268 473 473  | <a href="http://www.unitbv.ro/orien/InternationalStudents/ErasmusStudents/Incoming.aspx">http://www.unitbv.ro/orien/InternationalStudents/ErasmusStudents/Incoming.aspx</a> |
| Cuenca<br>995058011                           | <a href="mailto:relaciones.internacionales@ucuenca.edu.ec">relaciones.internacionales@ucuenca.edu.ec</a><br>phone +593 7 4051000 ext. 1531 | <a href="http://www.ucuenca.edu.ec/admisiones/admision-extranjeros">http://www.ucuenca.edu.ec/admisiones/admision-extranjeros</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<br/>[Erasmus code or city]</b> | <b>Contact details<br/>(e-mail, phone)</b>   | <b>Website for information</b>  |
|---|--|---|
| RO BRASOV01                                   | <a href="mailto:incoming@unitbv.ro">incoming@unitbv.ro</a><br>phone/fax +40 268 473 473  | <a href="http://www.unitbv.ro/orien/InternationalStudents/ErasmusStudents/Incoming.aspx">http://www.unitbv.ro/orien/InternationalStudents/ErasmusStudents/Incoming.aspx</a> |
| Universidad de Cuenca<br>995058011            | Mgst Maria Isabel Eljuri Jaramillo<br>+593 7 405 1000 ext 1531<br><a href="mailto:relaciones.internacionales@ucuenca.edu.ec">relaciones.internacionales@ucuenca.edu.ec</a> | Health insurance is compulsory.<br><br>Every incoming and outgoing students/staff, shall get an international insurance for the period of the application.                  |

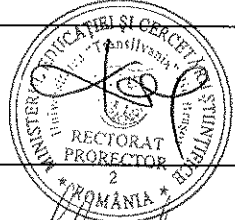

#### 4. Housing

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</b><br>[Erasmus code or city] | <b>Contact details</b><br>(e-mail, phone)  | <b>Website for information</b>  |
|--|--|---|
| RO BRASOV01                                  | <a href="mailto:incoming@unitbv.ro">incoming@unitbv.ro</a><br>phone/fax +40 268 473 473  | <a href="http://www.unitbv.ro/orien/InternationalStudents/ErasmusStudents/Incoming.aspx">http://www.unitbv.ro/orien/InternationalStudents/ErasmusStudents/Incoming.aspx</a> |
| Universidad de Cuenca<br>995058011           | Mgst Maria Isabel Eljuri Jaramillo<br>+593 7 405 1000 ext 1531<br><a href="mailto:relaciones.internacionales@ucuenca.edu.ec">relaciones.internacionales@ucuenca.edu.ec</a> | Our institutions will provide assistance about housing, Universidad de Cuenca has a list of Hosting Families, and exchange students can contact directly with the families  |

#### **SIGNATURES OF THE INSTITUTIONS (legal representatives)**

| <b>Institution</b><br>[Erasmus code or name and city] | <b>Name, function</b>  | <b>Date</b> | <b>Signature</b>  |
|---|--|-------------|---|
| RO BRASOV01   | Prof. dr. ing. Ioan-Vasile ABRUDAN,<br>Rector  | 02.12.2015  |  |
| Universidad de Cuenca<br>995058011                    | Ing. Silvana Larriva Gonzalez<br>Vicerectora en ejercicio del Rectorado<br>Universidad de Cuenca | 18/11/2015  |  |