



Erasmus+

University of
TEHRAN**Key Action 1****- Mobility for learners and staff -
Higher Education Student and Staff Mobility****Inter-institutional¹ agreement 2016-2022²****between institutions from
Programme and Partner Countries³**

The institutions named below agree to cooperate for the exchange of students and 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 organization 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 higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ Senior Officer (email, phone)	Website (eg. of the course catalogue)
Humboldt-Universität zu Berlin / Germany	D BERLIN13	Matthias Parske	https://www.international.hu-berlin.de https://agnes.hu-berlin.de
University of Tehran	Tehran	Afshin Akhondzadeh Basti General Office for International Students, 16th Azar St., Enghelab Sq., Tehran, Iran aakhond@ut.ac.ir +98 21 61113411	http://ut.ac.ir/en

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 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.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁷ for the academic years 2017-2019

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 [total number of months of the study periods or average duration*]	
					Student Mobility for Studies	Student Mobility for Traineeships * [Not relevant for 2017]
D BERLIN13	University of Tehran		Geography, Geoarchaeo- logy, Archaeo- logy, Studyarea North-Khorassan	1st cycle (Doctoral level)	6 months in total (1 PhD students for 6 months)	---
University of Tehran	D BERLIN13		Geography, Geoarchaeo- logy, Archaeo- logy, Studyarea North-Khorassan	1st cycle (Master level, Doctoral level) 2nd cycle (Master level, Doctoral level)	36 months in total (4 MA students for 6 months each, 2 PhD students for 6 months each)	---

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

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 [total number of days of teaching periods or average duration *]	
				Staff Mobility for Teaching	Staff Mobility for Training*
D BERLIN13	University of Tehran		Geography, Geoarchaeo- logy, Archaeo- logy, Studyarea North-Khorassan	24 planned: 2 persons for 12 days each	24 planned: 2 persons for 12 days each
University of Tehran	D BERLIN13		Geography, Geoarchaeo- logy, Archaeo- logy, Studyarea North-Khorassan	36 planned: 3 persons for 12 days each	48 planned: 4 persons for 12 days each

1. This Inter-Institutional Agreement (IIA) will be effective from the date of signature by both partners and enter in force for the period of the Erasmus + Programme plus any exceeding duration of Erasmus+ mobility projects in which both partners jointly participate (2015 - 2020(+x))

⁷ 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>), Mobility numbers in
the present mobility table are those financially supported!

2. The partners commit to amend the mobility table above in case of changes in the mobility data by no later than the end of January in the preceding academic year. The mobility table will also be **amended** with respect to subsequent Erasmus+funding (E+KA107) agreements for the additional amount available.

3. Mobilities funded under this IIA are subject to the prior conclusion of an **individual grant agreement** between the grantee and HU, as well as the mobility agreement for staff and the learning agreement for students concluded by the partner university and HU. Incomings to HU will be invited by HU International Office.

4. The partners agree to specify the terms of cooperation in a **Memorandum of understanding** which covers, among others, the academic collaboration on subjects of mutual interest, the call for individual mobility proposals, the evaluation procedure and the selection of grantees.

5. The partners agree to work towards a balanced exchange of mobility of all types within the duration of the present Inter-Institutional Agreement. All fundamental principles and requirements outlined in part D of the Inter-Institutional Agreement shall apply to any mobility, regardless if the respective individual mobility is funded by the Erasmus+ programme or not.

6. Amendments to the mobility table as well as the Memorandum of understanding and its Annexes may be signed by the Senior Official of the partners as outlined in Part A of the IIA.

7. Conducting any kind of field research in Iran will be subject to the authorization of the related officials in Iran according local rules and procedures.

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D BERLIN13	University of Tehran	English	German	B2	B1
University of Tehran	D BERLIN13	Farsi	English	B1	B2

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

For more details on the language of instruction recommendations, see the course catalogue of each institution

⁸ 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>

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 is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Other requirements like academic or organizational aspects, 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 will be specified in a Memorandum of Understanding annexed hereto.

Infrastructure to welcome students and staff, as well as grantees with disabilities is specified in the table hereafter.

F. Calendar

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

Receiving institution	Winter term [month] May 15 th (lecture period: beginning of October – Mid of February)	Summer term [month] November 15 th (lecture period: beginning of April – Mid of July)
D BERLIN13		
University of Tehran	26 August-13 January	27 January-17 June

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

2. The receiving institution will send its decision within 8 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 or modifications of the agreement

This inter-institutional agreement may be modified or terminated by mutual agreement of the partners. 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.

Technical implementation rules as outlined in the Memorandum of Understanding and modifications such as changes in the numbers of mobilities, either caused by deviating developments or additional funding available shall be agreed on the level of the Senior officials in Part A to this inter-institutional agreement.

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

The receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

D Berlin13: www.hu-Berlin.de/de/studium/beratung/angebot

Partner: www.ut.ac.ir/en Grade reports are given to students for each class. These reports are based on a 20 point grading system. The division of this system is: from 18 to 20: excellent, from 14 to 17: good, from 12 to 14: acceptable, and less than 12: unacceptable.

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 BERLIN13	Visaservice@hu-berlin.de +49(30)20932221	http://www.international.hu-berlin.de/an/die_hu/wegweiser/4_vor_einreise/4_1 https://www.international.hu-berlin.de/de/studierende/an-der-hu/visaservice
University of Tehran	international@ut.ac.ir +98(21) 61113411	http://ut.ac.ir/en

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 BERLIN13	erasmus.international@hu-berlin.de	https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/04/04_03?set_language=en
University of Tehran	international@ut.ac.ir	http://ut.ac.ir/en

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 BERLIN13	exchange-students@hu-berlin.de	https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/accommodation-1
University of Tehran	international@ut.ac.ir	http://ut.ac.ir/en

5. Any other information

	University of Tehran	D Berlin13
WWW for Incoming Students	http://ut.ac.ir/en	https://www.hu-berlin.de https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland
Academic Calendar	http://ut.ac.ir/en	www.hu-berlin.de/en/prospective-students/info/academic-calendars
WWW Course Catalogue	http://ut.ac.ir/en	International https://agnes.hu-berlin.de
Intercultural trainings	http://ut.ac.ir/en	https://www.international.hu-berlin.de/en/studierende/an-der-hu/intercultural-training
Sports programme	http://ut.ac.ir/en	www.hochschulsport.hu-berlin/en
Language programmes	http://ut.ac.ir/en	www.sprachenzentrum.hu-berlin.de
Cultural and social programmes for International students	http://ut.ac.ir/en	Orbis Humboltianus Orbis@hu-berlin.de , www.HU-Berlin.de/orbis-events
Mentoring and International buddy programmes	http://ut.ac.ir/en	www.hu.berlin.de/orbis-studies4studies-en
Students and Staff with Disabilities support	http://ut.ac.ir/en	https://www.hu-berlin.de/de/studium/behinderte
Contact details	http://ut.ac.ir/en	https://www.hu-berlin.de/de/studium/behinderte/ansprechpart/kontakt

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
Humboldt-Universität zu Berlin D BERLIN 13	Prof. Dr.-Ing. Dr. Sabine Kunst, President		
University of Tehran	Prof. Dr. Mahmoud Nili Ahmadabadi, President		

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation