

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

**Inter-institutional agreement 2018-2020**  
**between institutions from**  
**programme and partner countries**

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 the higher education institutions**

Full name of the institution / country	Erasmus code or city	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Itä-Suomen yliopisto (University of Eastern Finland)	SF KUOPIO12	Academic contact: Professor Raija Komppula	Business School Tel. +358 50 438 7475 <a href="mailto:raija.komppula@uef.fi">raija.komppula@uef.fi</a>	<a href="http://www.uef.fi">http://www.uef.fi</a>
		Administrative contact: Ms. Kirsi Karjalainen, Senior Advisor	Development of International Affairs Tel. +358 50 462 1267 <a href="mailto:kirsi.karjalainen@uef.fi">kirsi.karjalainen@uef.fi</a>	
University of Isfahan	Isfahan	Academic contact: Assoc. Prof. H. Yazdanpanah	Faculty of Geographical sciences and planning Tel. +989133638107 Email :h.yazdan@geog.ui.ac.ir	<a href="http://www.ui.ac.ir/en/">www.ui.ac.ir/en/</a>
		Administrative contact: Mrs. Hourì Zarei, International Relations Coordinator,	Tel. +98 313 7932039-40 Email : int-office@ui.ac.ir	

## B. Mobility numbers

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle  [short cycle, 1 <sup>st</sup> (bachelor), 2 <sup>nd</sup> (master) or 3 <sup>rd</sup> (doctorate)]	Number of student mobility periods	
					Student Mobility for Studies Students x Month / per student	Student Mobility for Traineeships
SF KUOPIO12	Isfahan	1015	Travel, tourism and leisure	2 <sup>nd</sup>	1 x 4 months	-
Isfahan	SF KUOPIO12	1015	Travel, tourism and leisure	2 <sup>nd</sup>	1 x 4 months	-
FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [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  Teachers x days / per teacher  (min. 8 teaching hours / week)	Staff Mobility for Training * Staff number x days / per person	
SF KUOPIO12	Isfahan	1015	Travel, tourism and leisure	2 x 7 days	-	
Isfahan	SF KUOPIO12	1015	Travel, tourism and leisure	1 x 7 days	-	

Organizational Support funding (OS funding) is funding from the EU for supporting organizational costs, it is related to the numbers of mobility participants. The amount of OS funding is 350 euros / mobility. The partners have agreed to use this OS funding to support mobilities, eg. Visa / insurance costs of the mobility participants.

## 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 teaching period.

Receiving institution [Erasmus code or city]	<i>Optional: Subject area</i>	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF KUOPIO12	1015	English	Finnish	B2	B2
Isfahan	1015	English	Persian	B2	B2

#### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>2</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\\_he\\_charter\\_en.php](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.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

##### Before mobility

- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that staff mobility for education is based on a mobility agreement for staff validated in advance between the sending and receiving institutions 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

<sup>1</sup> See Common European Framework of Reference for Languages

<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.

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 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.
- 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**

**University of Eastern Finland:** <http://www.uef.fi/en/studies/accessibility-in-studies>

The University of Eastern Finland has the infrastructure to welcome students and staff with disabilities.

### **F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term deadline</b>	<b>Spring term deadline</b>	<b>Observations</b>
SF KUOPIO12	15 April (Nomination) 30 April (Application)	15 October (Nomination) 31 October (Application)	
Isfahan	15 April (Nomination) 30 April (Application)	15 October (Nomination) 31 October (Application)	

Application Deadline for Staff Mobility for Teaching at both partner institutions is to be agreed.

2. The receiving institution will send its decision within **8 (eight) weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than **5 (five) weeks** after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should 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

SF KUOPIO12: <http://www.uef.fi/en/studies/credits-and-grades>

Grading of courses at the University of Eastern Finland follows two basic practices: 1) Pass or Fail, or 2) applying a numerical scale with grading from 0-5 (maximum) for passed courses.

The performance (exams and assignments) of each student is compared to the goals of the course. If you wish to discuss the principles of the assessment, please do so at the very beginning of the course. The first course meeting with the teacher is the right place to ask these questions.

Grade	Definition	ECTS scale
5	Excellent	A
4	Very good	B
3	Good	C
2	Satisfactory	D
1	Sufficient	E
0	Fail	F
Pass	No number grade given	

The studies completed at UEF will be saved in the Oodi system. A transcript of Academic Record is the document listing all the courses the student has completed at UEF. Please note that failed or other non-completed courses are not shown in the UEF transcript. The student can use WebOodi for checking the completed courses and an unofficial transcript is available from WebOodi. However, the official transcript is always signed and stamped by UEF.

### University of Isfahan:

Grading is based on a 0 to 20 scale with 10 as the lowest passing grade. At the master's level a minimum passing grade of 12 is required, with a GPA of 14 required in order to graduate. At the doctoral level the minimum passing grade in individual subjects is 14, with a GPA of 15 required in order to graduate.

#### For Master

ECTS scale	Iranian Scale
A	18.00 - 20
B	16.00 - 17.99
C	14.00 - 15.99
D	12.00 - 13.99
Fail	0.00 – 11.99

## 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
University of Eastern Finland, (SF KUOPIO12)	Ms. Kirsi Karjalainen, Tel. +358 50 462 1267 <a href="mailto:kirsi.karjalainen@uef.fi">kirsi.karjalainen@uef.fi</a>	For students: <a href="http://www.uef.fi/en/studies/visas-and-residence-permits">http://www.uef.fi/en/studies/visas-and-residence-permits</a> For staff: <a href="http://www.uef.fi/en/web/internationalstaff/entry-permits">http://www.uef.fi/en/web/internationalstaff/entry-permits</a>
Isfahan	Mrs. Hourii Zarei, International Relations Coordinator, Tel : +98-31-37932040 <a href="mailto:int-office@ui.ac.ir">int-office@ui.ac.ir</a> , <a href="mailto:iinternationaloffice@yahoo.com">iinternationaloffice@yahoo.com</a>	<a href="http://www.ui.ac.ir/index.aspx?tempname=IntrnationalEN&amp;lang=2&amp;sub=107">http://www.ui.ac.ir/index.aspx?tempname=IntrnationalEN&amp;lang=2&amp;sub=107</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:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
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University of Eastern Finland, (SF KUOPIO12)	Ms. Kirsi Karjalainen, Tel. +358 2944 58144 kirsi.karjalainen@uef.fi	For students: <a href="http://www.uef.fi/en/studies/insurance">http://www.uef.fi/en/studies/insurance</a>  For staff: <a href="http://www.uef.fi/en/web/internationalstaff/insurance">http://www.uef.fi/en/web/internationalstaff/insurance</a>
Isfahan	Mrs. Hourì Zarei, International Relations Coordinator, Tel : +98-31-37932040 int-office@ui.ac.ir,	<a href="http://www.ui.ac.ir/index.aspx?tempname=InternationalEN&amp;lang=2&amp;sub=107">http://www.ui.ac.ir/index.aspx?tempname=InternationalEN&amp;lang=2&amp;sub=107</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:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
University of Eastern Finland, (SF KUOPIO12)	Ms. Kirsi Karjalainen, Tel. +358 2944 58144 <a href="mailto:kirsi.karjalainen@uef.fi">kirsi.karjalainen@uef.fi</a>	For students: <a href="http://www.uef.fi/en/web/guest/studies/student-accommodation">http://www.uef.fi/en/web/guest/studies/student-accommodation</a>  For staff: <a href="http://www.uef.fi/en/web/internationalstaff/housing">http://www.uef.fi/en/web/internationalstaff/housing</a>
Isfahan	Mrs. Hourì Zarei, International Relations Coordinator, Tel : +98-31-37932040 int-office@ui.ac.ir, iinternationaloffice@yahoo.com	<a href="http://www.ui.ac.ir/ShowPage.aspx?page_=form&amp;order=show&amp;lang=2&amp;sub=107&amp;PageId=8458&amp;codeV=1&amp;tempname=InternationalEN">http://www.ui.ac.ir/ShowPage.aspx?page_=form&amp;order=show&amp;lang=2&amp;sub=107&amp;PageId=8458&amp;codeV=1&amp;tempname=InternationalEN</a>

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature
SF KUOPIO12 University of Eastern Finland	Professor Saara Julkunen Head of Business School	1.10.2018	 UNIVERSITY OF EASTERN FINLAND <i>Saara Julkunen</i>
Isfahan University of Isfahan	Assoc. Professor Hojjat Yazdanpanah Dean of Faculty of Geography	1.10.2018	 <i>H. Yazdanpanah</i>