

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

Inter-institutional¹ agreement 2019-2022
between institutions from
Programme and Partner Countries²

[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 higher education institutions

Full name of the institution / country	Erasmus code or city⁴	Contact details⁵ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE MALAGA (UMA), ES	E MALAGA 01	Academic Coordinator: FRANCISCO CHICANO GARCÍA chicano@lcc.uma.es Administrative Coordinator: Service of International Relations icm@uma.es	Course catalogue: https://www.uma.es/relaciones-internacionales/cms/menue/erasmus/incoming-students/at-the-faculty/courses-schedules-and-calendars/
TN – 01	TUNIS 01	Academic and	http://www.esat.ens.t

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 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.

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 Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY		Administrative Coordinator: Nawel Soussi nawelsouissi@yahoo.fr Directeur.etude@esat.ens.tn	n/
TN – 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	TUNIS 02	Academic Coordinator: Amina Mabrouk ElAsmi aminamabrouk@yahoo.co.uk Administrative Coordinator: Lobna Zakraoui Lobna.zakraoui@utm.tn	http://www.fst.rnu.tn/
TN – 03 UNIVERSITE OF JENDOUBA	JENDOUBA 01	Academic Coordinator: Samir Abbes abbessamir435@gmail.com Administrative Coordinator: Ayadi Sana Univ.jendouba@gmail.com	http://www.uj.rnu.tn/Fr/actualites_46_4
TN – 04 UNIVERSITE DE LA MANOUBA	LA MANOUBA 01	Academic Coordinator: Nourhene Boudhrioua Mihoubi nourhene.boudhrioua@gmail.com Administrative Coordinator: Ms. Nedja Amri nediamri@yahoo.fr	http://www.uma.rnu.tn/index.php?code=5

<p>TN – 05 UNIVERSITY OF MONASTIR</p>	<p>MONASTIR 01</p>	<p>Academic Coordinator: Jaafar Fadhel jaafarfadhel@gmail.com</p> <p>Administrative Coordinator: Neji Laadheri Neji.ladhari@isetkh.rnu.tn</p>	<p>http://www.um.rnu.tn/fr/</p>
<p>TN – 06 UNIVERSITE DE TUNIS</p>	<p>TUNIS 03</p>	<p>Academic Coordinator: Saoussen Krichen krichen_s@yahoo.fr</p> <p>Administrative Coordinator: Yassine Khaled yassine.khaled@ymail.com</p>	<p>http://www.utunis.rnu.tn/</p>
<p>TN – 07 SFAX UNIVERSITY</p>	<p>SFAX 01</p>	<p>Academic Coordinator: Mahmoud Trabelsi mah.trabelsi@fss.rnu.tn</p> <p>Administrative Coordinator: Fatma Ghorbel Fatma.ghorbel@usf.tn</p>	<p>https://univ-sfax.tn/</p>

B. Mobility numbers⁶ 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	TO	Subject area code [ISCED]	Subject area name *	Study cycle	Number of student mobility periods Student Mobility for Studies
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter-disciplinary programmes	2 nd and 3 rd cycle	1 students* 5 months= 5 months
TN – 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter-disciplinary programmes	2 nd and 3 rd cycle	1 students* 5 months= 5 months
TN – 05 UNIVERSITY OF MONASTIR	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter-disciplinary programmes	2 nd and 3 rd cycle	1 students* 5 months= 5 months
TN – 03 UNIVERSITE OF JENDOUBA	E MALAGA 01		Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter-disciplinary programmes Biological and Environmental Sciences	2 nd and 3 rd cycle	1 students* 5 months= 5 months

⁶ 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>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED 1]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), interdisciplinary programmes		1 staff * 7 days= 7 days
TN – 03 UNIVERSITE OF JENDOUBA	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), interdisciplinary programmes, Biological and Environmental Sciences	1 staff * 7 days= 7 days	1 staff * 7 days= 7 days
TN – 04 UNIVERSITE DE LA MANOUBA	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), interdisciplinary programmes		1 staff * 7 days= 7 days
TN – 06 UNIVERSITE DE TUNIS	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), interdisciplinary programmes	1 staff * 7 days= 7 days	
TN – 07 SFAX UNIVERSITY	E MALAGA 01	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), interdisciplinary programmes	1 staff * 7 days= 7 days	

E MALAGA 01	TN - 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter- disciplinary programmes	1 staff * 7 days= 7 days	
	TN - 04 UNIVERSITE DE LA MANOUBA	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter- disciplinary programmes	1 staff * 7 days= 7 days	
E MALAGA 01	TN - 05 UNIVERSITY OF MONASTIR	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter- disciplinary programmes		1 staff * 7 days= 7 days
E MALAGA 01	TN - 06 UNIVERSITE DE TUNIS	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter- disciplinary programmes	1 staff * 7 days= 7 days	
E MALAGA 01	TN - 07 SFAX UNIVERSITY	0719; 0688	Engineering and engineering trades, not elsewhere classified; Information and Communication Technologies (ICTs), inter- disciplinary programmes		1 staff * 7 days= 7 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 [Erasmus code or city]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MALAGA 01	Spanish	English	B1	B2
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	French	English	B1	B2
TN – 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	French	English	B1	B2
TN – 05 UNIVERSITY OF MONASTIR	French	English	B1	B2
TN – 03 UNIVERSITE OF JENDOUBA	French	English	B1	B2

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

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

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

⁷ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

E. Additional requirements

1. Participants with special needs.

The University of Malaga, through its Vice-rectorate of Students, counts with an office dedicated to the necessities of disabled students, calls SAAD. It assists students with a recognized disability of 33% or more, who wish to study at University of Malaga, either a degree or a master. Among its aims, it carries out different activities and programs to guarantee equality and integration for those students.

Find more information in the following link: <https://www.uma.es/uma-convive/>

2. Selection procedure for applicants.

The selection procedure will obey to the transparency and equity (equal opportunity) criteria specified in the [Erasmus+ Programme Guide 2019](#).

All partner universities are committed to actively disseminate the call of applications according to the mentioned transparency and equity criteria. For that purpose, they will publish the call in their websites and social media and communicate the call to local and regional media if necessary, in order to successfully spread the information of the call.

F. Calendar

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

Receiving institution [Erasmus code or city]	Fall Term	Spring Term
E MALAGA 01	<p>Deadline application: Nominations: 1st June* Applications forms: 30th June*</p>	<p>Deadline application: Nominations: 1st November* Application forms: 30th November*</p>
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	<p>Deadline application: Write here...</p>	<p>Deadline application: Write here...</p>
TN – 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	<p>Deadline application: Write here...</p>	<p>Deadline application: Write here...</p>
TN – 05 UNIVERSITY OF MONASTIR	<p>Deadline application: Write here...</p>	<p>Deadline application: Write here...</p>

*Medicine, Health Sciences and Fine Arts students only 1st / 30th June for 1st and 2nd semester and full academic year.

2. The receiving institution will send its decision within a number of weeks depending on the date of the reception of the official nomination of students selected. Nevertheless, it will always be by the 30th June/November.

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 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. 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 results obtained by exchange students at UMA in each subject, which appear in the student's record, receive a numerical mark from 0 to 10, with a decimal position, which can be followed by a qualitative mark.

Local Scale	Spanish Denomination	English Denomination	ECTS Grade	Tunisia's Equivalence
10	Matrícula de Honor (MH)	Distinction	A	Write here...
9.0 – 10	Sobresaliente (SOB)	Excellent	A	Write here...
7.0-8.9	Notable (NOT)	Very good	B, C	Write here...
5.0-6.9	Aprobado (APR)	Pass	D, E	Write here...
0-4.9	Suspenso (SUS)	Fail	FX, F	Write here...
0	No presentado (N.P.)	(Absent from exam)	F	Write here...

2. Academic Recognition Process

- **ECTS** ([European Credit Transfer and Accumulation System](#)) credits express the volume of learning based on the defined learning outcomes and their associated workload.
 - 1 ECTS corresponds to 25 to 30 hours of individual student work (student learning hours).
 - 1 ECTS corresponds to 7.5-10 hours of teaching (class hours).
- **Equivalent Recognition System.** Equivalence established among the University of Malaga and the institutions from the partner country (i.e as follows)
- **Other Recognition System.** Please describe the recognition established among UMA and your partner institution.

Please specify on the below table which type of **Recognition System** is used at your home (mark with ✓):

Recognition System			
Name of Institution	Equivalent Recognition System	Other Recognition System	1 ECTS = X
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	Choose one...	Choose one...	1 ECTS =
TN – 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	Choose one...	Choose one...	1 ECTS =
TN – 05 UNIVERSITY OF MONASTIR	Choose one...	Choose one...	1 ECTS =

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
E MALAGA 01	Service of International Relations Welcome to UMA Office Blvd. Louis Pasteur, 35. Edf. Rosa de Gálvez Campus Teatinos. University of Malaga +34 952 13 63 02 welcometouma@uma.es	https://www.uma.es/welcome-uma/cms/base/ver/base/basecontent/107799/contacto-y-localizacion/
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	Write here...	Write here...
TN – 02 FACULTY OF SCIENCES OF	Write here...	Write here...

TUNIS, UNIVERSITY OF TUNIS EL MANAR		
TN – 03 UNIVERSITE OF JENDOUBA	Write here...	Write here...
TN – 04 UNIVERSITE DE LA MANOUBA	Write here...	Write here...
TN – 05 UNIVERSITY OF MONASTIR	Write here...	Write here...
TN – 06 UNIVERSITE DE TUNIS	Write here...	Write here...
TN – 07 SFAX UNIVERSITY	Write here...	Write here...

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
E MALAGA 01	Service of International Relations Blvd. Louis Pasteur, 35. Edificio Rosa de Gálvez Campus Teatinos. University of Malaga +34 952 13 63 02 icm@uma.es	https://www.uma.es/relaciones = internacionales/cms/menu/eras mus/incoming- students/student-guides/
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	Write here...	Write here...
TN – 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	Write here...	Write here...

TN – 03 UNIVERSITE OF JENDOUBA	Write here...	Write here...
TN – 04 UNIVERSITE DE LA MANOUBA	Write here...	Write here...
TN – 05 UNIVERSITY OF MONASTIR	Write here...	Write here...
TN – 06 UNIVERSITE DE TUNIS	Write here...	Write here...
TN – 07 SFAX UNIVERSITY	Write here...	Write here...

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
E MALAGA 01	Service of International Relations Welcome to UMA Office Bulevar Louis Pasteur, 29 Universidad de Málaga 29010 Málaga, España +34 951 953 126 accommodation@uma.es	https://www.uma.es/welcome-uma/info/113740/alojamiento/?set_langua ge=es
TN – 01 UNIVERSITY COLLEGE OF AVIATION AND TECHNOLOGY	Write here...	Write here...
TN – 02 FACULTY OF SCIENCES OF TUNIS, UNIVERSITY OF TUNIS EL MANAR	Write here...	Write here...
TN – 03 UNIVERSITE OF JENDOUBA	Ayadi Sana Administrateur Conseiller Chef service de la coopération internationale Université de Jendouba Tél: 78611300, 78620610 Campus Universitaire Mohamed Yaalaoui, Avenue de l'Union du Maghreb Arabe 8189 Jendouba Nord Téléphone : 78.611.300 Fax : 78.611.299 Email : univ.jendouba@gmail.com	http://www.uj.rnu.tn/Fr/institut-superieur-de-biotechnologie-de-beja_11_718
TN – 04 UNIVERSITE DE LA MANOUBA	Write here...	Write here...
TN – 05 UNIVERSITY OF MONASTIR	Write here...	Write here...
TN – 06 UNIVERSITE DE TUNIS	Write here...	Write here...
TN – 07 SFAX UNIVERSITY	Write here...	Write here...

H.3 SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹¹
TN – 03 UNIVERSITE OF JENDOUBA	<p>Prof.Mokhtar Mahouachi</p> <p>President</p>	02/12/2019	<p>Le Président de l'Université de Jendouba</p> <p>Professeur, MOKHTAR MAHOUACHI</p> 

¹¹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation