

Erasmus+ Programme
**Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility**
**Inter-institutional agreement 2020-2025
between institutions from programme and partner countries**

The **Politecnico di Torino**, with registered office at Corso Duca degli Abruzzi 24, Torino, Italy, Fiscal Code n. 00518460019, Erasmus Code I TORINO 02, OID E10209398, hereinafter referred to as **POLITO**, legally represented in this agreement by the Rector Guido Saracco.

and

the **University of Isfahan** with registered office at Hezar Jarib Street, Isfahan 81746-73441, Iran, VAT number 411531785594, hereinafter referred to as **UI**, legally represented in this agreement by the President Hooshang Talebi.

the two institutions being hereinafter referred to as "the Parties"

agree

to cooperate for the exchange of students and/or staff on the basis of the general requirements established in this agreement (hereinafter "Agreement"), said requirements being also compliant with the Erasmus+ programme of the European Commission. The Parties 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.

A. Information about the higher education institutions

University of Isfahan	Politecnico di Torino
City ¹ : ISFAHAN 01 OID ² : E100884439	Erasmus Code: I TORINO 02 OID: E10209398
<i>Address:</i> University of Isfahan Hezar Jarib Street, Isfahan 81746-73441, Iran	<i>Address:</i> Politecnico di Torino Corso Duca degli Abruzzi 24 10129 Torino, Italy
<i>Website:</i> www.ui.ac.ir	<i>Website:</i> www.polito.it (STUDYING and TEACHING)
<i>Academic responsible for the agreement:</i> Dr. Hamidreza Marateb Associate Professor – Department of Biomedical Engineering Tel. +98 9133188782 h.marateb@eng.ui.ac.ir	<i>Academic Contact/Person responsible for the agreement:</i> Prof. Taian Martins Assistant Professor - Department of Electronics and Telecommunications (DET) Tel. +39 0110907762 taian.martins@polito.it
<i>Administrative persons in charge of the agreement:</i> Dr. Seyed Komail Tayebi Director of International Office Tel. +98 9131141268 director.isco@dean.ui.ac.ir	<i>Contact persons in charge of the agreement:</i> Ms. Elisa ARMANDO Ms. Silvia CAROSSO International Affairs Area Tel. +39.011.090.8680/8671 international.projects@polito.it

¹ 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.

² The Organisation ID provided to every organisation participating in a European project managed by a National Agency. You can register your organization or search its OID at: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>. Organisations that have already participated in an Erasmus+ action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically.

B. Mobility numbers per academic year

Student mobility for studies

The following numbers of mobilities represent the maximum number that the receiving university agrees to receive in the academic year. The actual Erasmus+ mobilities implemented in the academic year may be less or equal than this number. These numbers refer to Erasmus+ mobility flows and are additional to the flows foreseen in other agreements, if any.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area name	Study cycle ³	Type of activity ⁴	Number of flows	Duration of each flow
I TORINO 02	ISFAHAN 01	Biomedical Engineering, Electrical Engineering, Mechanical Engineering	3 rd	T	1	1 semester
ISFAHAN 01	I TORINO 02	Biomedical Engineering, Electrical Engineering, Mechanical Engineering	2 nd	C	1	1 semester
ISFAHAN 01	I TORINO 02	Biomedical Engineering, Electrical Engineering, Mechanical Engineering	3 rd	T	1	1 semester
ISFAHAN 01	I TORINO 02	Biomedical Engineering	2 nd	FP	1	1 semester

Staff mobility

The following types of staff mobility are possible under this agreement. In any case, individual mobility flows may only take place after approval of an individual Mobility Agreement by the sending and receiving departments or structures.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area name ⁵	Type of mobility ⁶	Suggested duration of each flow
ISFAHAN 01	I TORINO 02	Biomedical Engineering, Electrical Engineering, Mechanical Engineering	STT	7 days
I TORINO 02	ISFAHAN 01	Biomedical Engineering, Electrical Engineering, Mechanical Engineering	STA	7 days
ISFAHAN 01	I TORINO 02	Biomedical Engineering, Electrical Engineering, Mechanical Engineerin	STA	7 days

³ 1st = Bachelor or Undergraduate; 2nd = Master's Degree; 3rd = Doctorate/PhD

⁴ C = Courses, FP = Final Project, CFP = Courses and Final Project, T = Doctoral Thesis

⁵ Specify here any general limitations in terms of academic fields or, for STT, also of staff categories (Academic or Administrative). Leave blank if no general limitations apply. In any case individual Mobility Agreements must be approved before any individual mobility can take place.

⁶ STA: Staff Mobility for Teaching; STT: Staff Mobility for Training. STA is only for academic staff. STT can be for both academic and administrative staff.

C. Language skills

Students or staff participating to the mobility will have to meet the following requirements:

Receiving institution [Erasmus code or city]	Activity ⁷	Language of instruction	Instruction language level ⁸ [Specify if the level is Recommended or Required (compulsory for admission)]
I TORINO 02	SMS	ENGLISH	Required: http://international.polito.it/admission/exchange_programmes/language_requirements_for_admission_of_students_in_the_exchange_programmes Accepted English Language Certifications: https://didattica.polito.it/cla/en/certificates/
I TORINO 02	STT/STA	ENGLISH or ITALIAN	Recommended: B2
ISFAHAN 01	SMS	ENGLISH	Recommended: B2
ISFAHAN 01	STT/STA	ENGLISH or PERSIAN	Recommended: B2

Minimum recommended level according to Erasmus+: Student Mobility for Studies B1, Staff Mobility for Teaching B2

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

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.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁹ 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 and agree 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:

⁷ SMS: Student Mobility for Studies; STA: Staff Mobility for Teaching; STT: Staff Mobility for Training

⁸ See Common European Framework of Reference for Languages

⁹ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Partner Countries are those in the rest of the world.

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

E.1 SELECTION PROCEDURE

The selection of participants will be performed jointly by the sending and receiving universities as follows:

- The **sending HEI** carries out the selection of all participants. The selection must be fair, transparent and well-documented, and shall be made available to all parties involved in the selection process. The selection criteria (e.g. the academic performance of the candidate, the previous mobility experiences, the motivation, etc.) shall be made public. The HEI shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process.
- For students from Partner Countries, the first criterion for selecting students will be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants).
- Lower priority will be given to those who have already participated in mobility actions in the same study cycle under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme. In the case of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees, previous participation is only taken into account in case participants benefited from a scholarship.
- A student can go on mobility several times, up to a maximum of 12 months per study cycle. Prior experience under LLP-Erasmus Programme; Erasmus+ mobility for higher education students (both KA103 and KA107) and as scholarship holders of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees is taken into account for the maximum of 12 months. However, participation in Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees as self-financing participants is not taken into account.
- The **receiving university** will assess the nominated participants and will take the final decision on admission on the basis of: 1) suitability of the candidate's profile to the programme they are applying for and 2) maximum number of mobility flows as established in article B.
- Once students are selected, they should receive the Erasmus+ Student Charter (see above) from their sending institution, setting out the student's rights and obligations with respect to her/his period of study abroad, and explaining the different steps to be undertaken before, during and after mobility.

- The selection of staff members will be made by the sending institution on the basis of a draft mobility programme submitted by the staff member after consultation with the receiving institution. Prior to departure, the final mobility programme shall be formally agreed by both the sending and receiving institution (by exchange of letters or electronic messages).
- The selection of staff participants by the sending institution will take into account the relevance of the mobility against the strategic priorities of the sending university, with particular attention to developing student mobility among the two institutions.

The selected participants may be awarded an Erasmus+ scholarship depending on availability; the available scholarships will be awarded on the basis of the ranking provided by the sending university.

POLITECNICO DI TORINO

Procedures for incoming Students 1st, 2nd and 3rd cycle

Step 1: Nomination

The sending university must nominate the selected students through an online procedure provided by POLITO. POLITO will send an email message to the sending university with log-in information for the nomination@polito tool and its instructions.

Step 2: Application

When the sending university nominates, the students receive automatically an email with instructions to fill in the application form. The student will be accepted when the application will be evaluated positively by the Mobility Board. There is no need to send to POLITO any paper applications or supplementary documents. The deadline for applying is published on the Politecnico di Torino website.

Procedures for incoming Staff

The sending university must nominate the selected participants by email with a nomination list based on a template provided by POLITO.

The nomination list must be complete with the selected participant's Mobility Agreement signed for approval by the sending and receiving structures. There is no need to send to POLITO any paper applications or supplementary documents.

University of Isfahan

According to the signed Erasmus+ agreement, University Isfahan coordinates to receive/send incoming/outgoing students and staff via emails of the responsible people determined in agreement.

E.2 RECOGNITION PROCESS

The parties agree to operate along the principle of "mutual recognition" of exam results. Students registered in an institution will follow rules prescribed in the institution for a given year.

The parties agree that exams/courses will be graded and credits will be awarded according to the rules of the institution where the exam/course is carried out. Each institution grants the students credits transfer to the other institution according to the applicable rules, laws and regulations.

Before starting the Erasmus+ mobility, students together with the academic advisors at the sending and receiving universities will analyse the curricula and other relevant documents provided by the receiving university and, considering the difference in the content and number of credits, will establish the acceptable subjects among the compulsory and elective ones. The agreed subjects will then be recorded in the Learning Agreement, which must be signed by the student and the sending and receiving universities.

The Learning Agreement, together with the Transcript of Records issued by the receiving university, are the main documents adopted to recognize the academic credits obtained during the mobility period.

At the end of the mobility period and no later than 5 weeks after the assessment period, the receiving institution shall send the sending institution a copy of each student's transcript of records issued in English.

If ECTS is not used by one of the institutions, a conversion table of grades and credits will be implemented to ensure transparent recognition of study periods abroad. The sending university will carry out the conversion of grades and credits and will record them in the student's career as counting towards the degree.

Concerning the recognition of the staff mobilities, usually this is performed in different ways, such as for example:

- ✓ Counting teaching hours carried out abroad towards the professors' contract obligations;
- ✓ Considering the staff training period spent abroad as part of the professional curriculum which is normally evaluated in competitive public examinations for qualified candidates.

E.3 INFRASTRUCTURE

The parties have well established structures for the reception of foreign exchange students and international visitors and for dealing with administrative issues (i.e. visa requests, admission procedures, accommodation services). The parties will assist foreign students and scholars in familiarizing with the new environment and integrating in the University and in the host country, e.g. by organizing language and cultural courses, or providing coaching and counselling services and tutorials.

POLITECNICO DI TORINO

Relevant information is available at:
http://international.polito.it/practical_information

All incoming students are strongly invited to attend the **Welcome Orientation Meeting**, that is held few weeks before the beginning of lectures, since it is the official moment for the incoming students registration in our institution and it is the best opportunity to receive information useful for the mobility at Politecnico di Torino (Learning agreement, academic advisors, lecture timetable, accommodation, students' canteen, sport facilities, Italian language courses, etc.) and in Italy.

University of Isfahan

University of Isfahan welcomes all incoming students to attend the **Welcome Orientation Meeting**, based on arrivals to receive required information on lecture timetable, accommodation, students' canteen, sport facilities, campus transportation and Isfahan city tours.

F. Calendar

F.1 Academic calendar

Receiving institution	Type of mobility	Term dates
I TORINO 02	1 st and 2 nd cycle (Bachelor or Masters) 1 st semester	October - February including exams (*)
I TORINO 02	1 st and 2 nd cycle (Bachelor or Masters) 2 nd semester	March - July including exams (*)
I TORINO 02	3 rd cycle (Doctorate)	January - December
ISFAHAN 01	1 st , 2 nd and 3 rd 1 st semester	September - January including exams
ISFAHAN 01	1 st , 2 nd and 3 rd 2 nd semester	February - June including exams

(*)Please check website for exact dates: https://didattica.polito.it/guida/2020/en/home%20https://didattica.polito.it/index_en.html.

F.2 Application deadlines

Receiving institution	Type of mobility	Deadline
I TORINO 02	students (1 st , 2 nd and 3 rd cycle)	<p>Nomination by sending University: The opening of the nomination@polito tool will be communicated by email to all partners, normally end of April for the 1st semester, end of October for the 2nd semester</p> <p>Application of nominated students: http://international.polito.it/admission/exchange_programmes normally mid-May for the 1st semester, mid-November for the 2nd semester</p>
I TORINO 02	Staff	Nominations can be sent throughout the entire year
Isfahan 01	students (1 st , 2 nd and 3 rd cycle)	Nominations can be sent throughout the entire year
Isfahan 01	Staff	Nominations can be sent throughout the entire year

The receiving institution will send its decision within 6 weeks from the deadlines detailed above.
The mobility will start not sooner than 2 months from the decision of the receiving institution.

G. Information

G.1 Grading systems of the institutions

POLITECNICO DI TORINO: at the Politecnico di Torino and in the Italian University System in general, grades of single exams are expressed as fractions of 30. The maximum grade is 30, the lowest is 18 out of 30. Exceptionally brilliant exams are graded as 30 "con lode" (cum laude), and marked 30-L. Failed marks (<18/30) are not recorded in the Final Transcript of Records. The evaluation is based upon a credit system. One credit is equivalent to 25 hours of lectures, practical work, seminars, tutorials, fieldwork, individual study and examinations or other assessment activities (50% should be individual learning or other individual educational and training activities). For further information about the Italian Higher Education System:

http://international.polito.it/en/courses/italian_university_system

The ECTS statistical distribution of grades for each degree course is processed and updated yearly and made available at the following webpage: https://didattica.polito.it/ECTS/grading_en.html.

University of Isfahan: At University of Isfahan the passing grade point for single courses is 10.00 for B.A. graduate program and 12.00 and 14.00 for M.A. and Ph.D. programs, respectively.

Grade	Scale 1	Scale 2	Description	Mentioned
16-20	A	4	Excellent	Highest Distinction
14-15.99	B	3	Very Good	Higher Distinction
12-13.99	C	2	Good	Distinction
10-11.99	D	1	Acceptable	--
0-9.99	F	0	Fail	--

G.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
I TORINO 02	Undergraduate and Master of Science grantees: Incoming Mobility Office incoming.students@polito.it +39011090.8652/8655/8649 Doctorate and Staff grantees: Hosting Department	http://international.polito.it/admission/exchange_programmes/visa_release
ISFAHAN 01	Erasmus coordinator (Incoming Mobility) Mrs. Hourì Zarei int-office@ui.ac.ir +9803137935158 WhatsApp: +989132283898	www.isc.ui.ac.ir

G.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
I TORINO 02	immigration.desk@polito.it +390110908697	http://international.polito.it/practical_information/health_insurance
ISFAHAN 01	Erasmus coordinator (Incoming Mobility) Mrs. Hourì Zarei int-office@ui.ac.ir +9803137935158 WhatsApp: +989132283898	www.isc.ui.ac.ir

G.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
I TORINO 02	See link in the next cell "Website for information"	http://international.polito.it/practical_information/accommodation
ISFAHAN 01	Erasmus coordinator (Incoming Mobility) Mrs. Hourì Zarei int-office@ui.ac.ir +9803137935158 WhatsApp: +989132283898	www.isc.ui.ac.ir

H. Information on Union funding and use of European Union emblem

Unless the European Commission requests or agrees otherwise, any communication or publication related to this Agreement or activities deriving from it, made by the Parties jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), shall indicate that the activity has received funding from the Union and shall display the European Union emblem.

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

The obligation to display the European Union emblem does not confer to the Parties a right of exclusive use. The Parties shall not appropriate the European Union emblem or any similar trademark or logo, either by registration or by any other means.

For the purposes and under the conditions specified in this article, the Parties are exempted from the obligation to obtain prior permission from the Agency to use the European Union emblem. Reference: https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en

I. Processing of personal data - Non-EU countries not included in the GDPR framework

1. Personal data shall be processed by Politecnico di Torino solely for the purposes set forth in this Agreement and in order to achieve its institutional mission, in compliance with EU Regulation 2016/679 (GDPR) and national data protection law.
2. The **University of Isfahan**, provided that no adequacy decisions nor appropriate safeguards have been adopted respectively under art. 45 and art. 46 of the GDPR and whereas the transfer of personal data is necessary in the public interest, undertakes to comply with the national data protection law in force in the country where the organisation's registered office is located or in the country where collaboration activities are carried out with the utmost diligence.
3. The contact details of the Parties for the purposes of this article are as follows:
 - for Politecnico di Torino: The Data Controller is Politecnico di Torino, represented by the Rector, with statutory seat in C.so Duca degli Abruzzi, n. 24, 10129 Turin. The contact details of the Data Controller are: politecnicoditorino@pec.polito.it (certified e-mail); for information and inquiries: privacy@polito.it; the Data Protection Officer of Politecnico di Torino can be contacted at: dpo@polito.it;
 - for the University of Isfahan: The Data Controller is University of Isfahan, represented by the President, with statutory seat in Hezar Jarib Street, Isfahan 81746-73441, Iran. The contact details of the Data Controller are: int-office@ui.ac.ir (certified e-mail); for information and inquiries: int-office@ui.ac.ir; the Data Protection Officer of University of Isfahan can be contacted at: int-office@ui.ac.ir.
4. The Parties hereby authorize each other to publish any information related to this Agreement on their official website.

J. Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

K. Amendments

No changes and amendments to any term of this Agreement will enter into force unless made in writing and signed by authorized representatives of the Parties. However, for a specific academic year the Parties may agree to vary the mobility numbers in article B through an exchange of letters or email messages.

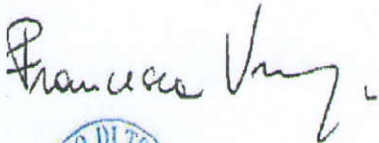

L. Validity

This Agreement has a duration of 5 (five) years corresponding to the Academic Years starting between 01/01/2020 and 31/12/2025.

This Agreement replaces any previous Erasmus+ Inter-institutional agreements between the Parties.

This Agreement does not affect other mobility agreements established among the Parties.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
I TORINO 02	Prof. Francesca Verga, Vice Rector for International Affairs, authorized to sign by the legal representative Prof. Guido Saracco with Rectoral Decree 618 dated 19/06/2018	23/9/2020	 
ISFAHAN 01	Prof. Dr. Seyed Komail Tayebi President Consultant in International Affairs and Director of International Scientific Cooperation Office, authorized to sign by the legal representative Prof. Hooshang Talebi with Presidency Decree dated 06/10/2015	07/10/2020	