



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

Inter-institutional agreement 2017-2019

between institutions from
Programme and Partner Countries

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 /city	Contact details		Website
University of Valladolid / Spain	E VALLADO01	Institutional Coordinator	Paloma Castro Prieto Vice-Rector for Internationalization Plaza de Santa Cruz, 8 - 47002 Valladolid, SPAIN Phone:0034 983423000 Fax: 0034 983423748 Email: ka107.erasmusplus@uva.es	www.uva.es
		Administrative Contact	Mar Fernández Sáinz Head of International Office International Relations Office, Casa del Estudiante. C/ Real de Burgos s/n, 47011 Valladolid, SPAIN Phone:0034 983184785 Fax: 0034 983423748 Email: ka107.erasmusplus@uva.es	www5.uva.es/uvamobplus
UNIVERSIDAD MAYOR DE SAN SIMÓN / Bolivia	BO UMSS01	Institutional Coordinator	Juan Ríos del Prado Rector Av. Ballivián N°591 esq. Reza Phone:591 - 4 - 4524768 Fax: 591 - 4 - 4524772 Email: rector@umss.edu.bo	www.umss.edu.bo
		Academic Contact	María Esther Cortes Lopez Director of International Affairs Office Av. Ballivián N°591 esq. Reza Phone:591 - 4 - 4524779 Fax: 591 - 4 - 4524772 Email: director-dric@umss.edu.bo	www.dric.umss.edu.bo
		Administrative Contact	María Roxana Zambrana Lizarazu Coordinator of the International Affairs Office Av. Ballivián N°591 esq. Reza Phone:591 - 4 - 4524779 Fax: 591 - 4 - 4524772 Email: dric@umss.edu.bo	www.dric.umss.edu.bo



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Firmado Por	Paloma Castro Prieto - Vicerrectora de Internacionalización	Firmado	08/05/2019 14:40:43	
Observaciones		Página	1/5	
Url De Verificación	https://sede.uva.es/Validacion_Documentos?code=ThZVPYyWsJ/wzVNBfMLyhg==			

B. Mobility numbers 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.

*The total number of grants is per country (not per university). In cases where there is more than one partner institution per country, the total number of grants will be equally distributed so far as possible.

Number of student mobility periods (SMS)		
FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Student Mobility for Studies [total number of months of the study periods or average duration]
E VALLADO01	BO UMSS01	0 * (0 students / 0 months each)
BO UMSS01	E VALLADO01	0 * (0 students / 0 months each)

Number of staff mobility periods (STA)		
FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Staff Mobility for Teaching [total number of days of teaching periods or average duration]
E VALLADO01	BO UMSS01	0 * (0 Staff / 0 Days each)
BO UMSS01	E VALLADO01	0 * (0 Staff / 0 Days each)

Number of staff mobility periods (STT)		
FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Staff Mobility for Training [total number of days of teaching periods or average duration]
E VALLADO01	BO UMSS01	0 * (0 Staff / 0 Days each)
BO UMSS01	E VALLADO01	25 * (5 Staff / 5 Days each)

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		
			Student Mobility for Studies		Staff Mobility for Teaching
			Language 1	Language 2	
E VALLADO01	SPANISH	ENGLISH	B1	B1	B2
BO UMSS01	Spanish	Spanish	B2	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].



Código Seguro De Verificación:	ThZVPYyWsJ/wzVNbFmLyhg==	Estado	Fecha y hora	
Firmado Por	Paloma Castro Prieto - Vicerrectora de Internacionalización	Firmado	08/05/2019 14:40:43	
Observaciones		Página	2/5	
Url De Verificación	https://sede.uva.es/Validacion_Documentos?code=ThZVPYyWsJ/wzVNbFmLyhg==			

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



Código Seguro De Verificación:	ThZVPYyWsJ/wzVNbFMLyhg==	Estado	Fecha y hora	
Firmado Por	Paloma Castro Prieto - Vicerrectora de Internacionalización	Firmado	08/05/2019 14:40:43	
Observaciones		Página	3/5	
Url De Verificación	https://sede.uva.es/Validacion_Documentos?code=ThZVPYyWsJ/wzVNbFMLyhg==			

E. Additional requirements

All the additional requirements for the management of the project are specified in the document "Partners Guide" in Annex I

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term	Spring Term
E VALLADO01	September to January	February to June
Applications Deadline	May, 30th	November, 30th
BO UMSS01	August - December	March - July
Applications Deadline	May 30th	December 30th

2. The receiving institution will send its decision within 3 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.

4. 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 2018 will only take effect as of 1 September 2019. 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

Receiving institution [Erasmus code or city]	Link to Grading system
E VALLADO01	https://www5.uva.es/uvamobplus/files/Tabla_Notas_ECTS.pdf
BO UMSS01	http://www.dric.umss.edu.bo/documentos/admision/degressumss.pdf

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:

Receiving institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E VALLADO01	Marian Calvo International Office Casa del Estudiante. C/ Real de Burgos s/n. 47011 Valladolid (Spain) Phone:0034 983184785 Fax: 0034 983423748 Email: ka107.erasmusplus@uva.es	www.relint.uva.es
BO UMSS01	Maria Roxana Zambrana Lizarazu Coordinator of the International Affairs Office Av. Ballivián N°591 esq. Reza Phone:591 - 4 - 4524779 Fax: 591 - 4 - 4524772 Email: dric@umss.edu.bo	www.dric.umss.edu.bo



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Observaciones		Página	4/5	
Url De Verificación	https://sede.uva.es/Validacion_Documentos?code=ThZVPYyWsJ/wzVNbFMLyhg==			

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:

Receiving institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E VALLADO01	Marian Calvo International Office Casa del Estudiante. C/ Real de Burgos s/n, 47011 Valladolid (Spain) Phone:0034 983184785 Fax: 0034 983423748 Email: ka107.erasmusplus@uva.es	www.relint.uva.es

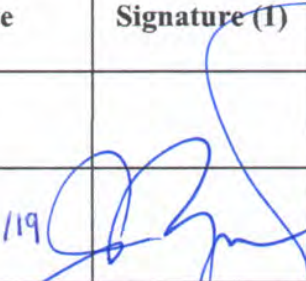
4. Housing

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:


Receiving institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E VALLADO01	International Welcome Point - Casa del Estudiante. C/ Real de Burgos s/n, 47011 Valladolid (Spain) Phone:0034 983423719 Fax: 0034 983423748 Email: iwp@uva.es	www.relint.uva.es/ES/TWP.asp
BO UMSS01	María Roxana Zambrana Lizarazu Coordinator of the International Affairs Office Av. Ballivián N°591 esq. Reza Phone:591 - 4 - 4524779 Fax: 591 - 4 - 4524772 Email: dric@umss.edu.bo	www.dric.umss.edu.bo

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature (1)
E VALLADO01	Paloma Castro Prieto Vice-Rector for Internationalization		
BO UMSS01	Juan Ríos del Prado Rector	02/04/19	

(1) Scanned copies of signatures or digital signatures may be accepted depending on the national legislation



Código Seguro De Verificación:	ThZVPYyWsJ/wzVNbFMLyhg==	Estado	Fecha y hora	
Firmado Por	Paloma Castro Prieto - Vicerrectora de Internacionalización	Firmado	08/05/2019 14:40:43	
Observaciones		Página	5/5	
Url De Verificación	https://sede.uva.es/Validacion_Documentos?code=ThZVPYyWsJ/wzVNbFMLyhg==			



Erasmus + KA 107 - 61356 International Credit Mobility Partner Universities Guide

This Guide specifies all the additional requirements for the management of the project (Inter-Institutional Agreement, Part E. Additional requirements)

1. DURATION OF THE PROJECT

The duration of the project is: **01/08/2019 – 31/07/2022**. No activities will be eligible for funding after the final date.

The Coordinator of the project is the University of Valladolid (UVa). The Partners are:

1. Albania

- Universiteti I Tiranes
- U.E.T SHpk

2. Armenia

- SHIRAK STATE UNIVERSITY NAMED AFTERNALBANDYAN FOUNDATION
- ARMENIAN STATE PEDAGOGICAL UNIVERSITY AFTER KHACHATUR ABOVYAN FOUNDATION
- GAVAR STATE UNIVERSITY
- YEREVAN BRUSOV STATE UNIVERSITY OF LANGUAGES AND SOCIAL SCIENCES
- Yerevan State University

3. Azerbaijan

- Mingachevir State University
- Baku Higher Oil School
- Azerbaijan Tourism and Management University
- Nakhchivan University





4. Belarus

- Francisk Skorina Gomel State University
- Belaruskі Dżiarzhauny Pedagogichny Universitet Imia Maxim Tank
- Educational Establishment Mogilev State A.Kuleshov University
- Yanka Kupala State University of Grodno

5. Bolivia

- Universidad Mayor de San Simón

6. Bosnia and Herzegovina

- VISOKOSKOLSKA USTANOVA INTERNACIONALNI BURC UNIVERZITET-INTERNATIONAL BURCH UNIVERSITY
- UNIVERZITET DZEMAL BIJEDIC U MOSTARU SA SUPSIDIJARNOM ODGOVORNOSCU SASJEDISTEM U MOSTARU
- UNIVERZITET U SARAJEVU

7. Brazil

- Universidade Federal do Rio Grande do Sul

8. Cambodia

- ROYAL UNIVERSITY OF AGRICULTURE

9. Cape Verde

- Universidade do Mindelo
- UNIVERSIDADE DE CABO VERDE

10. Colombia

- Universidad del Magdalena

11. Costa Rica

- Universidad Nacional de Costa Rica

12. Côte d'Ivoire

- UNIVERSITE FELIX HOUPOUET BOIGNY





13. Cuba

- UNIVERSIDAD DE PINAR DEL RIO HERMANOS SAIZ MONTES DE OCA
- UNIVERSIDAD DE ORIENTE
- Universidad de Guantánamo

14. Egypt

- Arab academy For Science, Technology and Maritime Transport
- Cairo University

15. Ethiopia

- Hawassa University, Wondo Genet College of Forestry and Natural Resources

16. Fiji

- The Fiji National University
- University of the South Pacific

17. Guatemala

- Universidad San Carlos de Guatemala

18. Honduras

- Universidad Autónoma de Honduras

19. Jamaica

- The University of the West Indies

20. Jordan

- Al-Albayt University
- Tafila Technical University

21. Kazakhstan

- JSC Zhezkazgan Baikonurov University
- Kazakh University Of Economy, Finance and International Trade
- Al- Farabi Kazakh National University
- Sifullin Kazakh Agro Technical University





22. Kosovo

- N.SH. KOLEGJI AGA XHITE

23. Moldova

- UNIVERSITATEA DE STA ALECU RUSSO DIN BALTI
- UNIVERSITATEA AGRARA DE STAT DIN MOLDOVA

24. Montenegro

- UNIVERZITET DONJA GORICA PODGORICA
- UNIVERZITET MEDITERAN PODGORICA PRIVATNA USTANOVA

25. Nigeria

- University of Nigeria

26. Peru

- UNIVERSIDAD TECNOLOGICA DE LOS ANDES
- Universidad Andina del Cusco

27. Paraguay

- Universidad Nacional de Itapua

28. Tunisia

- SFAX University
- Ecole Nationale d' Ingénieurs de Carthage

29. Trinidad and Tobago

- The University of the West Indies

30. Ukraine:

- Kharkiv National University of Radioelectronics
- Chernihiv National Technological University
- State Higher Educational Institution Ivano Frankivsk National Medical University
- Bogomolest National Medical University
- Ukrainian National Forestry University





31. Uruguay

- ASOCIACION URUGUAYA ORT - UNIVERSIDAD ORT URUGUAY

32. Uzbekistan

- O ZBEKISTON DAVLAT JAHON TILLARI UNIVERSITET

33. South Africa

- Durban University of Technology
- University of the Western Cape

34. Zambia

- Copperbelt University





2. IMPORTANT DOCUMENTS

2.1. Inter-Institutional Agreement:

The Inter-Institutional agreement is signed with each partner university and contains information about the Institutions, mobility numbers, linguistic requirements, etc. It must be signed by the institutional coordinator (legal representative) of each university.

2.2. Participant grant agreement:

This agreement will be signed between the grant-holder (student or staff) and the UVa before the start of the mobility.

- *Student Grant Agreement (see Document 1 at the end of this document)*
- *Staff Grant Agreement (see Document 2 at the end of this document)*

2.3. Learning and mobility agreements:

Before the mobility starts, the sending and receiving institutions, together with the grant-holder (student or staff), must agree on the activities that the participant will undertake during the period abroad.

The Learning Agreement sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions.

- *Template for Learning Agreement (see Document 3 at the end of this document)*

Similarly, the Mobility Agreement for members of staff sets out the teaching or training programme to be followed, and lists the rights and obligations of each party.

- *Template for Teaching-Training Agreement (see Document 4 at the end of this document)*
- *Template for Training Agreement (see Document 5 at the end of this document)*





3. MANAGEMENT OF THE PROJECT

3.1. Financial Aspects:

The UVa is responsible for the financial management of the grants. Therefore, the UVa will be in charge of the payment of monthly stipends, travel costs and medical insurance. The conditions of the grants are the following:

- Duration:
 - Undergraduate, Master and Doctorate: 5 months
 - Staff (academic and administrative): 5 days + 2 travel days

- Monthly stipend:
 - Students (undergraduate, master and doctorate) from UVa to Partner Countries: 700 euros/month
 - Students (undergraduate, master and doctorate) from Partner Countries to UVa: 850 euros/month
 - Staff (academic and administrative) from UVa to Partner Countries: 180 euros/day
 - Staff (academic and administrative) from Partner Countries to UVa: 160 euros/day

- Travel: the UVa will purchase all the plane tickets. Participants will contact the UVa for this purpose

- Medical insurance: the Erasmus+ Programme does not include the insurance but the UVa will provide it for all participants. Students must pay it in advance and when they get to the University of Valladolid, there will be a reimbursement.

- Registration fees: students will be enrolled at their home university according to each university procedures. In no case will a student pay registration fees at the host university; however, certain costs, such as administrative fees, may be required to be paid by the student, according to each host university procedures.

- Visa costs are not covered by the project

- The UVa will finance a Spanish crash course for all incoming students





3.2. Selection of participants

The selection of participants will be undertaken both by the sending and receiving institutions.

The UVa has implemented an online tool for this purpose <http://www5.uva.es/uvamobplus/>

The Call for applications will comply with the following requirements:

- Be public and available for all targeted students and staff
- Be fair and transparent
- Have a minimum deadline of 45 days
- Include information about: the content of the courses, language requirements, methods of evaluation, number of ECTS credits, the conditions of the grants and a contact person who will clarify any doubt
- Include information about how the selection of students and staff will be done

The process for selection will take the following steps:

Step 1: Validation

The sending university will validate its candidates. To validate is to check the eligibility of the candidate:

- Undergraduate candidates: must be officially enrolled in a Degree / Bachelor at the sending institution; must have completed at least one year of their studies; the area of study chosen by the students for their mobility at the UVa must be relevant to the Degree / Bachelor at their home university.
- Master candidates: must be officially enrolled in a Master at the sending institution; the area of study chosen by the students for their mobility at the UVa must be relevant to the Master at their home university.
- Doctorate candidates: must be officially enrolled in a Doctorate at the sending institution; the area of study chosen by the students for their mobility at the UVa must be relevant to the Doctorate at their home university.
- Staff candidates (Teaching and Administrative): they must be staff working in the sending institution.







The validated candidates will then be evaluated. The candidates that have been invalidated are rejected and, therefore, cannot be evaluated. It is compulsory to give a valid reason to invalidate a candidate.

Step 2: Evaluation

With the purpose of evaluating the candidates, each university will constitute a Committee for Evaluation, which will be formed by academic staff of the thematic areas involved and chaired by the competent authority at each university.

The evaluation will be done by according to the following criteria:

- Academic performance (Bachelor and Master): 60% (0-100)
- Teaching / research background (Doctorate and Teaching Staff): 60% (0-100)
- Professional background (Administrative Staff): 60% (0-100)
- Motivation (for all candidates): 20% (0-100)
- Relevance of the proposal (for all candidates): 20% (0-100)

Specific language requirements will be indicated the call. Language requirements are not a selection criterion but a requirement sine qua non.

Universities will ensure the participation in the calls of candidates from disadvantaged socio-economic backgrounds, as well as candidates with disabilities. They must indicate it in the evaluation, for which purpose there is a specific question. During the final selection, with equivalent academic level, they will be given priority.

Step 3: Final Selection

The sending and the receiving institutions are responsible for selecting participants and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognizing the mobility period.

Step 4: Communication of results

The Coordinator (University of Valladolid) will communicate all candidates (selected, rejected and waiting list) the results, giving a deadline for appeals





3.3. Pre-departure preparation

The receiving university will provide the incoming grant-holders with up-to-date information about: the courses or research to do, the registration procedure at the university, the academic calendar and deadlines, the accommodation, the MENTOR Programme, the Orientation Day and the social and cultural activities offered to incoming grant-holders for their integration

Universities will support incoming grant-holders as regards to:

- Visa procedures: sending to the Embassies / Consulates the names of the selected students and providing the students with all the necessary documents they might need.
- Accommodation: incoming grant-holders will be offered an appropriate accommodation before their arrival, according to the possibilities of each University.
- Orientation: each university will organize an Orientation Day and social activities to ensure the incoming grant-holders' integration
- Medical insurance: UVa will provide all grant-holders with a medical insurance

3.4. Monitoring during mobility

At their arrival at the host universities students and staff will receive support regarding practical aspects, such as accommodation, registration, university facilities, student card, academic tutor, opening of a bank account and residence permit. Moreover, incoming grant-holders will participate in orientation days and other integration activities.

Both home and host universities will do a close follow-up of grant-holders, by means of:

- appointment of an academic tutor
- periodic meetings with students
- periodic monitoring reports
- Face-to-face communication with the contact person at the host university and communication via Skype and mail with the home university





3.5. Academic recognition of the mobility period

Taking into account that full academic recognition is a sine qua non for Erasmus +, all universities have agreed that the period of studies undertaken at the host university (including exams or other ways of evaluation) will replace a similar period of studies at the home university (including exams or other ways of evaluation), although the content of the agreed plan of studies may differ. The recognition process will be done smoothly because the plan of studies will have been previously agreed ([See 2.2 of this Guide](#))

Therefore, the three parties (home and host universities and the grant-holder) will sign the Learning Agreement ([See 2.3 of this Guide](#)) before the mobility starts. Once the mobility has started, if necessary, changes will be made and the LA will be signed. Once the mobility is over, both universities will ensure that academic recognition is fulfilled using the intended tools: LA, Transcript of Records (ToR) and Comparative Framework of Qualifications.

In order to complete the process of academic recognition, the host university will provide incoming grant-holders with official Transcript of Records at the end of the mobility period (in a period of less than 1 month after having finished all the exams). As regards to staff mobility, the host university will provide them with a detailed report of the activities undertaken.

The home university will ensure that academic recognition is fulfilled using the intended tools: LA, Transcript of Records (ToR) and Comparative Framework of Qualifications.

3.6. Dissemination of results

Both universities will disseminate the results in their webpages, departments, faculties. They will also make use of their newsletters, participation in Seminars, Fairs, Congresses, as well as in the social networks, such as Facebook or Twitter.

Grant-holders commit themselves to contribute to the blog that has been created by UVa <https://erasmusplusuva.wordpress.com/> and to participate at their return in meetings at the home university to let other students know about these grants

The results will be disseminated in the networks in which the universities participate, such as Santander Group, EAIE, ERASMUS MUNDUS, NAFSA, etc.

The grant-holders will submit a report assessing their period of mobility and suggesting possible improvements.





3.7. Communication mechanisms between the UVa and partner universities

The UVa and the partner universities will appoint a contact person (administrative responsible) and an academic coordinator, whose details will be indicated in the Inter-Institutional Agreement.

There will be a minimum of 3 Skype meetings between the UVa and the partner universities (at the beginning, in the middle, in the end) plus other meetings if necessary.

The UVa will share with the partner universities all the documents for the management of the project (guides, surveys, monitoring reports, etc)

