

Erasmus + Programme
Key Action 1
– Mobility for students –
Higher Education Student Placement Mobility
Bilateral¹ Agreement 2014/20[21]²
between Institutions from Erasmus+ Programme Countries

[Minimum requirements]³

The institutions named below agree to cooperate for the exchange of students in the context of the Erasmus+ Student Placement Mobility Programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and monitoring of the mobility. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. 1. Information about the Sending Higher Education Institution

<i>Name and ERASMUS ID code of the Sending Higher Education Institution</i>	UNIVERSITATEA DE VEST DIN TIMISOARA RO TIMISOA01
<i>Country</i>	România
<i>Address</i>	Bd. Vasile Parvan Nr.4, Timisoara-300223, Romania
<i>Website</i>	www.uvt.ro
<i>Responsible person at the Sending Institution (name, address, phone, fax, E-mail)</i>	Andra-Miruna STAN-DRAGOTESC, PhD., Erasmus+ Institutional Coordinator andra.dragotesc@e-uvt.ro
<i>Contact Person (name, address, phone, fax, E-mail)</i>	Lucia URSU, Erasmus + Placement Outgoing Officer lucia.ursu@e-uvt.ro , +40-256-592 271

<i>Short Description WUT</i>	West University of Timișoara (WUT) is the main higher education institution and research pole in Western Romania. Its community comprises roughly 16000 students and over 700 academic staff. It is a comprehensive university in character and includes 11 faculties with their respective departments, as well as a Department of Teacher Training. The faculties functioning within the framework of UVT offer nationally accredited study programmes at Bachelor, Master and PhD level in the following subject areas: Arts and Design; Chemistry, Biology, Geography; Economics and Business Administration; Law; Letters, History and Theology; Mathematics and Computer Science; Music and Theater; Physical Education and Sports; Physics; Political Sciences, Philosophy and Communication Sciences; Sociology
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¹ Bilateral agreements can be signed by two or more Institutions that be located in Erasmus+ Programme Countries.

² Institutions have to agree on the period of validity of this agreement.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

and Psychology.

A. 2. Information about the Receiving Institution

<i>Legal Name and PIC code of the Receiving Institution</i>	M.E.P Europrojects Granada, S.L. PIC 949490903
<i>Country</i>	Spain
<i>Address</i>	Plaza Trinidad, 2, office 5, 18001, Granada, Spain
<i>Website</i>	www.mepegranada.com
<i>Responsible person at the Receiving Institution (name, address, phone, fax, E-mail)</i>	Mari Carmen Espartero, +34 958 250 284 +34 634 762 143, info@mepegranada.com , mepegranada@yahoo.es
<i>Contact Person (name, address, phone, fax, E-mail)</i>	Mari Carmen Espartero, +34 958 250 284 +34 634 762 143, info@mepegranada.com , mepegranada@yahoo.es
<i>Short Description of the Receiving Institution</i>	M.E.P. Europrojects Granada (Mobility European Projects Granada)⁴ is a private training organisation mainly aimed at training activities (supportive training courses for primary and secondary school students and foreign language courses) and with a long experience in participating within Lifelong Learning Programme (primarily Mobility projects within Leonardo da Vinci Mobility IVT, PLM and VETPRO or Erasmus placements). Our participation has also been extended to European Social Fund projects (specifically under the Human Capital – National Cohesion Strategy Operational Programme) and from the end of 2013 we are also fully involved to participate in the Erasmus+ programme (especially within Key Action 1). M.E.P. Europrojects Granada is an organisation made up of a highly qualified and experienced team of professionals with a large experience in training activities and in participating in many different European projects.

⁴OPTIONAL: If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission. The register contains all beneficiaries participating in the EU research and innovation or education, audiovisual and cultural programmes. Institutions can register on the [Participant Portal](#).

B. Mobility numbers⁵ per academic year

The present Agreement between the Institutions will be signed for the Academic Years of 2017-2021⁶. The partners commit to amend the table(s) below in case of changes in the mobility(ies).

<i>Erasmus+ Name</i>	Erasmus+ internship
<i>Erasmus+ Period</i>	2017-2021
<i>Erasmus+ Location</i>	Granada, Spain
<i>Erasmus+ Application Deadline</i>	All year round applications
<i>Erasmus+ Official Language(s)</i>	English, Spanish
<i>Target Education Fields</i>	Tourism, Political Science, International Relations, Marketing, Communication, Projects Management, Language studies (preferably English-Spanish)
<i>Target Study Cycle⁷</i>	Bachelor's degree/Masters' degree
GENERAL INFORMATION⁸	
<i>Duration</i>	Minimum 3, maximum 12 months
<i>Commitment⁹</i>	Full time, 8 hours per day, 40 hours per week
<i>Description of Responsibilities</i>	<p>Main trainee's tasks would be to help us in touristic activities as well as administrative tasks. Depending on trainee's profile and skills and according to the needs of our organization at that specific time the trainee would be in charge of some of the following tasks/activities:</p> <ul style="list-style-type: none"> • To search and create databases, which could be either potential or actual clients. In particular, the goal is to identify customers that are planning (or interested in) coming to Granada. • To create and/or translate Spanish documents into English (or other languages the trainee knows) and vice versa. These documents will include information about Granada and Andalusian touristic destinations, an invitation letter and an introductory letter about the company. • To do translations and web editing. To manage our web site, our Facebook page and all the aspects related to the public image of the company. • To carry on and keep the communication with international contacts. This consists mainly of emailing

⁵ Mobility numbers can be given per sending/receiving institutions. Traineeships can be added to or deleted from the current Agreement, depending on the Host Institution's Offer.

⁶The current Agreement can be signed starting from 2017 until 2021. Only the Institutions which sign this Agreement for more than 1 Academic year, will remain in our database as future internship offers for the following Academic years.

⁷IT, Economy, Management, Languages etc.

⁸Bachelor, Master, PhD

⁹GENERAL INFORMATION will be used as the Erasmus+ Placement Offer provided to the WUT's students

¹⁰Full-time, Part-time – working hours of minimum 10h/ week and maximum of 40h/ week

	<p>of calling potential or actual clients to inform them of our services.</p> <ul style="list-style-type: none"> • To accompany clients to cultural visits. After training the trainee, it will also be their task to guide the groups around the city of Granada and to do the interpreting between them and the Spanish local people. • To be responsible for groups during the trips organized outside Granada. • To attend Spanish lessons and to evaluate linguistic skills and level of Spanish. • To prepare the intermediate and final reports of the groups. <p>To make web searches and create databases of accommodation, training placements, restaurants, collaborating organisations, etc.</p>
<i>Compensation</i>	No compensation involved
<i>Additional Information</i>	
<i>Url</i>	
<i>Key Words</i>	

¹¹Optional (salary, meal vouchers, accommodation etc.). ATTENTION! Compensation must not be funded from other EU Funded Programme, to avoid double financing.

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 placement period:

<i>Recommended language instruction level</i> <i>(Minimum recommended level: B1)</i>			
<i>English</i>	Understanding	Speaking	Writing
<i>Level</i>	B1	B1	B1
<i>Spanish</i>	Understanding	Speaking	Writing
<i>Level</i>	B1	B1	B1

D. Respect of fundamental principles and other mobility requirements

The institutions located in Erasmus+ Programme Countries 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 institutions 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.

E. Additional requirements¹³

[To be completed if necessary. Other requirements may be added on organisational aspects, e.g. the selection criteria for students; measures for preparing, receiving and integrating mobile students, including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students with disabilities.]

¹²Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

¹³Optional

F. Information

1. Visa¹⁴

The sending institution will provide assistance, when required, information regarding visas for 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:

<i>Institution</i>	Universitatea de Vest din Timișoara/ West University of Timișoara
<i>Contact Person</i>	Lucia Ursu
<i>Contact Details</i>	Lucia.ursu@e-uvt.ro

2. Insurance

The participants are required to be insured for the full mobility period.

The sending and receiving institutions will provide assistance, if needed, 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:

<i>Sending Institution Requested Insurance from the Participants</i>	Universitatea de Vest din Timișoara/ West University of Timișoara
<i>Requested Type of Insurance</i>	Medical, Liability and Accident Insurance
<i>Contact Person</i>	Lucia Ursu
<i>Contact Details</i>	Lucia.ursu@e-uvt.ro

<i>Receiving Institution Requested Insurance from the Participants</i>	
<i>Requested Type of Insurance</i>	
<i>Contact Person</i>	
<i>Contact Details</i>	

3. Housing

The sending and receiving institution will guide outgoing/ incoming mobile participants in finding accommodation if needed.

¹⁴Optional



¹⁵Optional

G. Termination of the agreement

1. The Bilateral agreement will terminate automatically at the end of the agreed period.

[It is up to the involved institutions to agree on the procedure for modifying or terminating the Bilateral agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that an 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Sending Institution	Universitatea de Vest din Timișoara/ West University of Timisoara
Name / Function	Andra-Miruna STAN-DRAGOTESC, PhD., Erasmus+ Institutional Coordinator
Date	10.11.2014
Signature Stamp	
Receiving Institution	M.E.P. Europrojects Granada S.L.
Name / Function	Mari Carmen Espartero Perales, Director
Date	10.11.2014
Signature Stamp	

¹⁶Optional