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IRE**ERASMUS+ INTERNATIONAL CREDIT MOBILITY – CALL 2019**

REFERENCE NUMBER 2019-1-IT02-KA107-061437

**MEMORANDUM OF UNDERSTANDING**

The **University of L'Aquila**, beneficiary of a EU grant for the ERASMUS+ INTERNATIONAL CREDIT MOBILITY – KA107, hereinafter referred to as "Coordinator", represented for the purposes of signature of this Agreement by the Vice Rector for international Affairs **on the one part,**

and

the co-beneficiary Institutions from **Cambodia**

Organisation ID	Partner Institution
E10074796	NATIONAL UNIVERSITY OF BATTAMBANG

hereinafter referred to as "Partners", represented for the purposes of signature of this Agreement by the Legal Representatives of each Institution, **on the other part,**

**CONSIDERING THAT:**

- The project proposal having Reference Number 2019-1-IT02-KA107-061437, submitted by University of L'Aquila, in the framework of the ERASMUS+ International Credit Mobility – KA107 – Call 2019, has been selected for funding
- International Credit Mobility (ICM) supports the mobility of individual participants enrolled or employed at a higher education institution (HEI) from/to a Programme or a Partner Country;
- The programme funds travel costs and subsistence allowances for participants and organization support for the Institutions involved;
- The mobility for students and staff will start on the condition the interim/progress report is approved by the Erasmus+ Italian National Agency.
- Due to current sanitary emergency, the project gives the selected beneficiaries the chance of choosing one of the following types of mobility: physical (complete individual support and travel grant); virtual (no individual support and no travel grant will be provided); blended (individual support just only for the period of physical mobility for a minimum of 3 months; travel grant provided);
- Detailed information will be provided after the selection.

**HAVE AGREED AS FOLLOWS:****1. The purpose**

The purpose of this memorandum is to determine roles and responsibilities of each party implementing the project and to outline the procedures and the criteria for the selection of candidates as well as the foreseen measures to tackle specific programme objectives.

All Parties are subject to the rules and regulations described in the Erasmus+ formal documents and set up in the Grant Agreement that will be signed by Italian National Agency and the Coordinator.

## 2. Objectives of the project

According to Annex II - KA1 – Agreement n. 2019-1-IT02-KA107-061437, the approved financed activities for Cambodia are the following:

CAMBODIA						
Partner Universities: National University of Battambang						
Type of Activity		n.	Travel	Individual support	total	overall duration
HE-SMS- Student mobility for Studies From Partner Countries	Master Student	4	€ 6.000,00	€ 20.400,00	€ 26.400,00	24 months
HE-STT-Staff mobility from Partner Countries	Administrative Staff	2	€ 3.000,00	€ 4.480,00	€ 7.480,00	28 days

## 3. Obligations of coordinator and partners

This document clarifies specific obligations of the coordinator and partners, which are complementary to and equally binding as other formal and contractual obligations emerging from the Grant Agreement, including those listed in its annexes.

Cooperation within the consortium is based on transparency, traceability of decisions, and involvement of partners in decision making processes as well as on the fair distribution of activities.

### 3.1. Project Coordinator

The Project Coordinator is responsible for the overall management of the project based on the guidelines and objectives defined by the Grant Agreement between the coordinating institution (UNIVAQ) and the Italian National Agency.

**The Project Coordinator will be responsible for the following actions:**

#### a) general coordination:

- o Taking all the steps necessary to prepare, perform and correctly manage the programme set out in this Agreement and in accordance with the objectives of the project;
- o Complying with all the provisions of the Grant Agreement thereby fulfilling all obligations towards the Italian National Agency;

#### b) organisation of mobility:

- o Starting and supporting all milestones of mobility organisation that will be performed by partnership: selection, implementation of mobility, issuing transcripts of records, recognition of mobility periods at home, communication of mobility results and visibility campaign;
- o Monitoring selection procedures;
- o Monitoring the process of students performance by stating deadlines and timing of the process of periodical assessment (interim and final) to be carried out by hosting partners, collecting assessment records and elaborating results in the form of full internal report and concise report to be communicated to wide public;

#### c) quality assurance:

- o monitoring overall quality of the project and implementation of assessment mechanisms,

#### d) promotion, dissemination, capitalisation of project results:

- o collection and elaboration of project success stories (students' and staff's achievements during mobility period and their actions and impact after their return) for promotional purposes,

### 3.2. Local Management Teams

At each partner university a Local Management Team (LMT) will be established with administrative and academic members. Each university can form its LMT according to its individual needs and structures.

The LMT will be responsible for coordinating the project within their university and for communication and reporting to the Project Coordinator. Where appropriate, LMTs will hold information sessions within their own Institutions on the latest outcomes of the project and advise their colleagues on issues of managing mobility programmes such as recognition procedures and student services.





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#### 4. Role and tasks of Partners

The Partners are subject to the rules and regulations set up in the Grant Agreement. All Partners commit to plan and organise their respective activities within the project and specifically:

##### The Partners shall undertake to:

- o Comply with all the provisions of the Grant Agreement between the Project Coordinator and the Italian National Agency,
- o Provide the Project Coordinator with any information or document required by the latter that is necessary for the management of the project and for the reports to the Italian National Agency,
- o Accept responsibility for all information communicated to the Project Coordinator,
- o Establish a Local Management Team (LMT),
- o Promptly notify to the Project Coordinator any delay in performance or any event that may have an impact on the performance of the project,
- o Disseminate properly project content and objectives, by using information materials in English and local language to be placed on partners' websites and using other possible communication channels,

##### 4.1. Specific role and tasks

All the Partners are responsible for the selection of outgoing students and staff according to the rules and criteria specified below. 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 shall be made public. The Partner 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.

Main points for students selection are:

- evaluation of:

1. Academic Results: results obtained in the last 2 years of the university study;
2. Motivations: student motivations (academic, professional, personal);
3. Language proficiency;
4. Previous activities: Previous work placements or studies abroad done by the candidates like internship, projects related to study field, etc.;

For Master candidates, evaluation also of:

5. Bachelor Thesis (contents, coherence with the selected study field, level of knowledge, final mark);

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 for scholarship holders.

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.

Main points for academic/administrative staff selection are

- evaluation of:

1. Level of integration of proposed teaching activities in the hosting institutions;
2. Achievement of real enrichment of teaching/technical/administrative capacities of both hosting and visiting staff;
3. Commitment of home institution to recognize the activities carried out abroad;
4. Contribution of the mobility to capacity building of sending Institutions;
5. Opportunity to start/extend an integrated curriculum / double diploma.

Particular attention will be given to cross-cutting issues such as:

- gender balance: this will be taken into consideration in the selection process but in line with excellence of candidates;



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- **special needs:** If one of your selected participants has a physical, mental or health-related situation that would prevent them from participating in a mobility activity unless extra financial support was made available, the Coordinator may request "special needs" support from Italian National Agency in order to cover the extra costs involved, provided funds are available.

Moreover, each Sending Partner will:

- Submit to the project coordinator the list of selected candidates,
- Finalize and sign learning agreements of accepted students and teaching/training/research programmes of accepted staff,
- Support, if necessary, students application for visas and inform the coordinator when the visa is issued,
- Organize, monitor and report on activities/improvements/developments after grantee's return from abroad, for the purpose of giving feedback on ICM impact, including success stories and good practices to be communicated to the public,
- Identify, for each field of study, the academic body responsible at home for the recognition of the exams made abroad,
- Carry out academic recognition procedures of periods of study, training, research and teaching of their students and staff after return,
- Disseminate project outcomes and contribute to project planning, assessment and reporting, according to accepted ICM project proposal and contractual obligations.

Each Hosting Partner will:

- submit the lists of selected candidates, received by the sending institutions, to the Departmental Academic Committee, for the final acceptance of the candidates, on the basis of the planned number of mobilities stated on art. 2 of this MoU;
- Discuss and agree with the sending institution student Learning Agreements and staff teaching/working programme;
- Organise the arrival of incoming students (acceptance letters, invitation, support for VISA issuing, housing, permit of stay, Bank account, special needs support);
- Sign students and staff individual mobility agreements,
- Enroll the students,
- Appoint a mentor/tutor/supervisor;
- Monitor the progress of the mobility and grantees performance and take appropriate actions/ interventions, if required, together with the coordinator, on the base of student's mentor / tutor/ supervisor report,
- Provide transcript of records with detailed information on the used credit and grade system;
- Disseminate project outcomes and contribute to project planning, assessment and reporting, according to accepted ICM project proposal and contractual obligations.

#### 5. Financial management of the grant.

The approved ICM project budget is established in Annex II - KA1 – Agreement n. 2019-1-IT02-KA107-061437 signed between the Coordinator and the Italian National Agency and reported in art. 2 of this MoU. It is composed of the following items:

##### Individual support for physical mobility

Monthly allowance for students coming to Italy:	€ 850,00
Daily allowance for Staff coming to Italy:	€ 160,00

##### Individual support for blended mobility (calculated just only for the period of physical mobility for a minimum of 3 months of physical mobility)

Monthly allowance for students coming to Italy:	€ 850,00
Daily allowance for Staff coming to Italy:	€ 160,00

##### Individual support for virtual mobility

Monthly allowance for students coming to Italy:	€ 0,00
Daily allowance for Staff coming to Italy:	€ 0,00

##### Travel allowance only for physical and blended mobility:

The amount for a round trip journey is up to € 1.500,00, calculated using the distance calculator available at: [ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)



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#### Organisational support (OS)

The grant foresees a contribution of € 350,00 per student to cover costs directly linked to the implementation of mobility activities. The minimum duration of the mobility period must be 3 months.

According to the project approved, this contribution will be shared as follows:

for each student in mobility: € 200,00 to the host institution and € 150,00 to the sending institution

The Project Coordinator manages the overall project budget, and is responsible for scholarship payments and travel expenses reimbursement. Moreover, after receiving the arrival confirmation of the participants to the Host institution, the Coordinator will transfer the OS share to the partner institution. The Partners are required to submit to the Coordinator an officially signed request for payment, stating the programme title, number of grant agreement, amount to be transferred, purpose of the amount transferred and the relevant bank details.

#### **6. Validity and amendments**

This MoU shall come into force on the day when it has been signed by each of the parties but shall have retroactive validity as of the same date as the Grant Agreement.

The validity of this Memorandum expires when the support from the European Commission is terminated.

#### **7. Jurisdiction**

Where an amicable solution cannot be found, the courts of Law in Italy shall have sole jurisdiction in any dispute between the signatories of the present MoU. The law applicable to the MoU is the Law of the Republic of Italy.



## ERASMUS+ INTERNATIONAL CREDIT MOBILITY – CALL 2019

REFERENCE NUMBER N. 2019-1-JT02-KA107-061437

### SIGNATURES

For the Coordinator / University of L'Aquila

Name: Professor Bruno Rubino

Function: Vice Rector for international affairs

Signature and stamp

Done at L'Aquila

Date: ... / ... / ...

For the Partner:

National University of Battambang

Name: H.E SOK KHON

Function: Rector

Signature and stamp

Done at Battambang

Date: 24/3/2021

