

## AGREEMENT FOR REGULATING STUDY VISITS BY INTERNATIONAL STUDENTS

### I. HOME INSTITUTION DETAILS

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Name of entity:

Name and position of legal representative:

Tax number of the entity:

Address:

The contact person at the home institution (academic tutor) is:

Name and surname:

Department:

Telephone:

Email:

### II. HOST INSTITUTION DETAILS

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Name of institution: **UNIVERSITAT ROVIRA I VIRGILI**

Name and position of legal representative: **JOSEP ANTON FERRÉ VIDAL, RECTOR**

Tax number of the entity: **Q9350003A**

Address: **C/ ESCORXADOR SN, 43003 TARRAGONA**

The contact person at the host institution is:

Name and surname:

Position:

Telephone:

Email:

### III. STUDENT DETAILS

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Name and surname of student:

Identity card number:

Address:

City:

Post code:

Course:

### IV. DETAILS OF INTERNATIONAL STUDY VISIT

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Start date:

Finish date:

Academic year:

Duration of study visit in months:

Address where visit will take place:

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Knowledge, abilities and competences to be acquired:

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Detailed plan of study visit:

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Tasks of the student:

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Monitoring and assessment plan:

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## V. COMMITMENTS OF THE PARTIES

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### V.I. THE HOME INSTITUTION AGREES TO:

Define the **learning outcomes** of the study visit in terms of the knowledge, abilities and competences that are to be acquired.

Help the student to **choose** a suitable host institution and to **determine** the duration and content of the project in order to achieve the learning outcomes mentioned above.

**Select** students on the basis of transparent and clearly defined criteria.

**Offer support** to students regarding the practical, professional and cultural aspects of the country according to the students' academic needs.

Provide **logistical support** to students regarding the organization of journeys, visas, accommodation, residence or work permits, social security and insurance coverage.

Give **full recognition** to activities that the student has satisfactorily completed in accordance with the present agreement.

**Evaluate** the personal and professional development of each student.

**Approve** the present agreement by giving academic recognition to the following terms:

The study visit forms an integral part of the academic curriculum

It is worth ECTS credits

If the response is affirmative:      Number of ECTS credits:

Names of subjects:

It will certify the period of practicals by means of the European Supplement of the Degree Certificate.

### V.II. THE HOST INSTITUTION AGREES TO:

Assign **tasks and responsibilities** to the students that are appropriate to their knowledge, abilities and learning objectives, and guarantee that the student has the necessary assistance and equipment.

Appoint **a tutor** to assess the students, to help them integrate in the new environment and to monitor the progress of their study visit.

Provide **practical support** (if necessary), ensure that students have adequate insurance and help them to become acquainted with the culture of the host country.

**Comply** with the regulations regarding health and risk prevention in the workplace and provide the student with the means to protect themselves from accidents.

**Provide** the student with a certificate or accreditation once the study visit has finished.

**Allow** the participation of the student on the basis of one of the following terms:

The student will not receive financial assistance for the visit

The student will receive financial assistance for the visit

If the response is affirmative, indicate the amount and payment periods:

The student will receive another form of financial assistance:

**V.III. THE HOME INSTITUTION AND THE HOST INSTITUTION AGREE TO:**

**Formalize** a personal **mobility agreement** for each student (which will include the programme and the grading system), and make the necessary arrangements regarding tutorials.

**Supervise** the development of the visit and take any measures that are necessary.

**V.IV. THE STUDENT AGREES TO:**

Comply with all the **provisions** negotiated regarding the visit and do everything he/she can to ensure that these provisions are productive.

Respect the **rules and regulations** of the host institution, the normal working hours, the code of conduct and the confidentiality policy.

**Inform** the home institution of any problem or modification to the agreement.

**Present a report** and any other documentation that may be requested when the visit is concluded.

By signing the present document, the home institution, the host institution and the student confirm that they will respect the principals that are specified herein.

**The dean or director of the faculty/school, as delegated by the rector, at the home institution:**

Signature

Name and surname:

Place and date:

**The tutor at the host institution:**

Signature

Name and surname:

Position:

Place and date:

**The student:**

Signature

Name and surname:

Place and date:

**Print and sign the agreement in triplicate.**

## **GENERAL CONDICIONS**

### **Article 1: Responsibility**

Each of the parties to the present agreement exonerates the other party of all civil responsibility should they or their staff be harmed as a result of executing the present agreement, provided that the harm caused is not the result of grave and deliberately bad professional conduct by the other party or its staff.

### **Article 2: Rescission of the agreement**

Should the beneficiary fail to comply with any of the obligations that he/she agrees to by signing the agreement, and independently of any consequences specified in the applicable legislation, the institution has the legal power to rescind or annul the agreement without having to observe any additional legal formality, provided that the beneficiary does not rectify the situation of non-compliance within one month of receiving the necessary notification by registered post.

### **Article 3: Data protection**

All the personal data included in the agreement must be handled in accordance with Regulation (EC) no. 45/2001 of the European Parliament and Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data regarding the protection of physical persons. The data will only be handled for the purposes of executing and monitoring the agreement.

After submitting a written request, the beneficiary may access his/her personal data and modify any incorrect or incomplete information.

### **Article 4: Nature of the relation between the parties**

The parties declare that execution of the study visit does not signify any working relationship or provision of services by the student. The study visit specified in the present agreement is strictly academic in nature.

Given the academic nature of the study visit, if the home institution is the URV, the social contributions of the student are covered by the insurance that he/she paid for when registering with the URV.