



Erasmus+ Programme

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

**Inter-institutional¹ agreement 2014-20[21]²
between institutions from
programme and partner countries**

[Minimum requirements]³

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 organization 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 the higher education institutions

Università Iuav di Venezia, Italy	I VENEZIA02	Claudia CAPUANO (Ms), Officer	International Affairs Office international@iuav.it t. +39 (0)41 2571739 f. +39 (0)41 2571160	www.iuav.it
Universidad de Belgrano, Argentina	UB	Ms Jimena ALCÓN	Oficina de Movilidad Internacional jimena.alcon@ub.edu.ar tel. +54 11 47885400 fax +54 11 45763930	www.ub.edu.ar

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher education 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.

⁴ 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.

B. Mobility numbers⁵ per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

I VENEZIA02	UB	073	Architecture	2 nd cycle	up to 3 students per 1 or 2 terms/year	up to 1 student per 2 months more
UB	I VENEZIA02	073	Architecture	2 nd cycle	up to 3 students per 1 or 2 terms/year	up to 1 student per 2 months more

Students which would apply for the full year at the hosting University must arrive at the beginning of the academic year in the partner Institution.

*[**According to the possibilities of the offices to organize the training of incoming participants.]*

I VENEZIA02	UB	073	Architecture	1 teacher per 12 days/year	1 staff per 5 days/year
UB	I VENEZIA02	073	Architecture	1 teacher per 12 days/year	1 staff per 5 days/year

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

Workshop Mobility

The parties can cooperate in organizing common workshop (upon mutual consent) where participants, students and teachers can come/go from/to both universities. The coordinators will be responsible for the organization and the number of participants of the common workshops and for the number of credits accumulated by students.

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.

Before the arrival of the incoming students the receiving institutions inform the incoming students about language courses offered before their arrival and/or during their stays.

I VENEZIA02		Italian	Some courses are held in English	B1	B2
UB		Spanish		B1	B2

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

⁶ See Common European Framework of Reference for Languages
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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 organizational 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

a) Calendars

1. Academic Calendar:

I VENEZIA02	from October to February	from March to July
UB	from March to July	from July to December

Students who would apply for the full year must arrive at the beginning of the academic year at the Hosting University.

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

I VENEZIA02	June 30 th	October 30 th
UB	November 30 th	May 30 th

[to be adapted in case of a trimester system or different seasons]*

b) Students' selection and nomination

Students must be selected and nominated by their home University. Then each university will provide the application form and the compulsory additional documents that students must enclose.

I VENEZIA02	Ms Paola DE ROSSI Officer, Student Mobility Office	mobilistudenti@iuav.it t. +39 041 2571403 f. +39 041 2571160	to be asked to mobilistudenti@iuav.it
UB	Ms Jimena ALCÓN	Oficina de Movilidad Internacional jimena.alcon@ub.edu.ar tel. +54 11 47885400 fax +54 11 45763930	www.ub.edu.ar

1. The receiving institution will send its decision within 8 weeks.

2. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

c) Teachers in charge of the mobility

I VENEZIA02	Prof. Esther GIANI	esther.giani@iuav.it
UB	Prof. Monica Inés FERNANDEZ	monica.fernandez@ub.edu.ar

The institutions could change the teacher in charge of the mobility, in this event a notice should be sent to the other party in a reasonable short time.

d) Services for Students and Staff with disabilities

I VENEZIA02	Area Didattica e Servizi agli Studenti Front Office Mr. Federico FERRUZZI	front-office@iuav.it S. Croce 601, Campo de la lana 30135 Venezia - ITALIA
UB	Oficina Administrativa para Estudiantes Internacionales Mrs. Silvia MAGGIORINI	silvia.maggiorini@ub.edu.ar Zabala 1837, 1426 Buenos Aires, Argentina

e) Costs and fees

The costs of visas, insurance, travel, housing and other costs of life in the foreign country are the student/staff's responsibility. Exchange students will benefit of the dual enrolment and they don't pay any fee at the hosting university.

f) Termination of the agreement

This agreement will be in force from the most recent date of its execution, until the expiration date of the Erasmus+ Programme that is the academic year 2020-2021. However, 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 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".

F. Information

1) Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

I VENEZIA02	Grades from 18 to 30 cum laude, where 18 is the minimum passing grade. 1 ECTS credit corresponds to 1 CFU that is 25 working hours
UB	GRADES given by attendance. Minimum attendance: 75% for theoretical courses, 100% for workshop GRADES from 1 to 10 (4 is the minimum) SOBRESALIENTE 10 A+ DISTINGUIDO 9 A DISTINGUIDO 8 A- BUENO 7 B+ BUENO 6 B APROBADO 5 B- APROBADO 4 C INSUFICIENTE 3 F INSUFICIENTE 2 F INSUFICIENTE 1 F REPROBADO 0 F

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:

<p>I VENEZIA02</p> <p>Before departure towards Italy students must ask information to Italian Embassy in your Home Country.</p> <p>If you are requesting a permit to stay for study purposes: make your request at the Immigration Office (Sportello unico per l'Immigrazione) at the Questura (Police Headquarters) where you make your request for entry and living (domanda di ingresso) to/in Italy. Foreign</p>	<p>Polizia di Stato - Questura - Ufficio toll-free number +39 800 309309 (in English)</p>	<p>http://www.esteri.it/visti/index_eng.asp</p> <p>http://www.portaleimmigrazione.it (in Italian)</p> <p>more info for the Tax Code: http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm</p>
--	---	---



citizens asking for their permit to stay to be issued or renewed will also be issued with a Tax Code (via the Tax Register website).		
UB	Consolato Argentina a Milano Via Agnello 2, 4th floor Milan, Italy	http://www.cmila.mrecic.gov.ar/

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:

I VENEZIA02	Non-EU citizens are required to take out private medical and health insurance before leaving their home Country and to obtain a consular declaration regarding its validity in Italy. However, Iuav provides for accidents and damage insurance during the academic activities of outbound and incoming student/staff.	Mr. Alessandro D'ESTE servizi.general@iuav.it	http://www.iuav.it/studenti/servizi-e-/polizze-as/index.htm (in Italian)
UB	Non-Argentinian citizens are required to take out private medical and health insurance before leaving their home Country and to obtain a consular declaration regarding its validity in Argentine.	Ms Jimena ALCÒN Oficina de Movilidad Internacional jimena.alcon@ub.edu.ar tel. +54 11 47885400 fax +54 11 45763930	www.ub.edu.ar

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:


I
- -
U
- -
A
- -
V

Università Iuav
di Venezia



<p>I VENEZIA02</p> <p>For accommodation incoming students must arrange well in advance themselves with hostels or private apartments.</p>	<p>Esu Venezia: claudia.grespi@esuvenezia.it</p> <p>Venice hostel: info@ostellovenezia.it</p>	<p>Esu Venezia web page: http://www.esuvenezia.it/</p> <p>Easy Stanza web page: http://www.easystanza.it/?l=1</p> <p>Venice hostel: http://www.hostelvenice.org/</p>
<p>UB</p> <p>Families, off-campus</p>	<p>info@frontdeskub.com</p>	<p>http://www.frontdeskub.com</p>

SIGNATURES OF THE INSTITUTIONS (legal representatives)

<p>I VENEZIA02</p>	<p>Prof. Alberto FERLENGA, Rector</p>			
<p>UB</p>	<p>Dr. Avelino Porto Presidente</p>	<p>9/5/16</p>	