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## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2014-2021 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 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

| Full name of the institution / country | Erasmus code or city <sup>2</sup> | Name of the contact person  | Contact details (email, phone)  | Website (eg. of the course catalogue)                    |
|--|-----------------------------------|---|---|--|
| Università Iuav di Venezia / Italy     | I VENEZIA02                       | Ms Claudia CAPUANO, Officer International Affairs Office                                  | <a href="mailto:international@iuav.it">international@iuav.it</a><br>t. +39 041 2571739<br>f. +39 041 2571160<br>skype: iuav.international | <a href="http://www.iuav.it">www.iuav.it</a>             |
| Tongji University, Shanghai / China    | Tongji, Shanghai                  | Ms Wei LI, International Cooperation Office of College of Architecture and Urban Planning | <a href="mailto:liwei@tongji.edu.cn">liwei@tongji.edu.cn</a><br>t. +86 021 65983592<br>f. +86 021 65986707                                | <a href="http://www.tongji.edu.cn">www.tongji.edu.cn</a> |

<sup>1</sup> 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+.

Higher education institutions have to agree on the period of validity of this agreement. Institutional partnership clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> 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.

Università Iuav di Venezia  
 ARCHIVIO GENERALE DI ATENE

la presente copia, composta di n. 9 fogli,  
 è conforme all'originale esistente presso  
 questo ufficio.  
 Venezia, 10/12/2015  
 il responsabile Monica Martignon

*[Handwritten signature]*

**B. Mobility numbers<sup>3</sup> 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.]

| FROM<br>[Erasmus<br>code or<br>city of the<br>sending<br>institution] | TO <sup>7</sup><br>[Erasmus<br>code or city<br>of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED<br>2013] | Subject area<br>name<br>*                                 | Study<br>cycle<br>[short<br>cycle,<br>1 <sup>st</sup> , 2 <sup>nd</sup><br>or 3 <sup>rd</sup> ]<br>* | Number of student mobility<br>periods   |  |
|---|--|---|---|--|---|--|
|   |  |   |   |  | Student<br>Mobility for<br>Studies<br>[total number<br>of months of<br>the study<br>periods or<br>average<br>duration*] | Student Mobility<br>for Traineeships*<br>[Not relevant for<br>2015]  |
| I<br>VENEZIA02  | Tongji,<br>Shanghai  | 0731  | Architecture<br>and/or Town<br>Planning<br>Urban Planning | 2 <sup>nd</sup> cycle<br>(master)  | up to 4<br>students x 6<br>months =<br>total 24<br>months   | Up to 4 master<br>students<br>according to the<br>possibilities of<br>the offices to<br>organize the<br>training of<br>incoming people |
| Tongji,<br>Shanghai   | Venezia02  | 0731  | Architecture<br>and/or Town<br>Planning<br>Urban Planning | 2 <sup>nd</sup> cycle<br>(master)  | up to 4<br>students x 6<br>months =<br>total 24<br>months   |  |
| FROM<br>[Erasmus<br>code or<br>city of the<br>sending<br>institution] | TO <sup>7</sup><br>[Erasmus<br>code or city<br>of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED<br>2013] | Subject area<br>name<br>*                                 | Study<br>cycle<br>[short<br>cycle,<br>1 <sup>st</sup> , 2 <sup>nd</sup><br>or 3 <sup>rd</sup> ]<br>* | Number of student mobility<br>periods   |  |
|   |  |   |   |  | Student<br>Mobility for<br>Studies<br>[total number<br>of months of<br>the study<br>periods or<br>average<br>duration*] | Student Mobility<br>for Traineeships*<br>[Not relevant for<br>2015]  |
| I<br>VENEZIA02  | Shanghai   | 0731  | Architecture<br>and/or Town<br>Planning<br>Urban Planning | 3 <sup>rd</sup> cycle<br>(PhD)   | up to 2 phd x<br>6 months =<br>total 12<br>months   | Up to 2 phd<br>according to the<br>possibilities of<br>the offices to<br>organize the<br>training of<br>incoming people                |
| Shanghai  | I<br>VENEZIA02   | 0731  | Architecture<br>and/or Town<br>Planning<br>Urban Planning | 3 <sup>rd</sup> cycle<br>(PhD)   | up to 2 phd x<br>6 months =<br>total 12<br>months   |  |

<sup>3</sup> 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>)



[\*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organization of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

| FROM <sup>7</sup><br>[Erasmus<br>code or city<br>of the<br>sending<br>institution] | TO <sup>7</sup><br>[Erasmus<br>code or city<br>of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED<br>2013] | Subject area<br>name<br>*                                 | Number of staff mobility periods   |   |
|--|--|---|---|--|---|
|  |  |   |   | Staff Mobility for<br>Teaching<br><br>[total number of<br>days of the<br>teaching periods or<br>average duration*] | Staff Mobility for<br>Training<br>*           |
| I VENEZIA02  | Tongji,<br>Shanghai  | 0731  | Architecture<br>and/or Town<br>Planning<br>Urban Planning | up to 2 teachers<br>per 90 days/year   | up to 1<br>administrative per<br>90 days/year |
| Tongji,<br>Shanghai  | I VENEZIA02  | 0731  | Architecture<br>and/or Town<br>Planning<br>Urban Planning | up to 2 teachers<br>per 90 days/year   | up to 1<br>administrative per<br>90 days/year |

### 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<br>institution<br><br>[Erasmus<br>code or city] | Optional:<br>Subject area                                 | Main<br>language<br>of instruc-<br>tion | Additional<br>language<br>of instruction | Recommended language of<br>instruction level <sup>4</sup>                 |   |
|---|---|---|--|---|---|
|   |   |   |  | Student Mobility<br>for Studies<br>[Minimum<br>recommended<br>level: B1.] | Staff Mobility for<br>Teaching<br>[Minimum<br>recommended<br>level: B2] |
| I VENEZIA02   | Architecture<br>and/or Town<br>Planning<br>Urban Planning | English                                 | some courses<br>are taught in<br>English | C1  | C1  |
| Tongji,<br>Shanghai                                       | Architecture<br>and/or Town<br>Planning<br>Urban Planning | English                                 | some courses<br>are taught in<br>English | C1  | C1  |

<sup>4</sup> See Common European Framework of Reference for Languages:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



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**<sup>5</sup> 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](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

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.

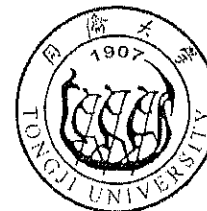
The higher education institution located in a **partner country** of Erasmus further undertakes to:

##### **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

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<sup>5</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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**

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

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

#### **Student's nomination**

Selected students must be nominated by their home University. Then each university will provide the application form and the required additional documents that students must enclose. The additional documents are compulsory and should be enclosed with the application.

| <b>Receiving institution</b><br>[Erasmus code or city] | <b>Name of the contact person</b>                           | <b>contact details</b><br>[e-mail, phone, fax]   | <b>website for nomination</b>   |
|--|---|--|---|
| I VENEZIA02  | Ms Paola DE ROSSI<br>Officer,<br>Student Mobility<br>Office | <a href="mailto:mobilistudenti@iuav.it">mobilistudenti@iuav.it</a><br>t. +39 041 2571403<br>f. +39 041 2571160         | <a href="https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0">https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0</a> |
| Tongji,<br>Shanghai                                    | Dr. Minghao ZHOU<br>International<br>Cooperation Office     | <a href="mailto:zhouminghao@tongji.edu.cn">zhouminghao@tongji.edu.cn</a><br>t. +86 021 65983592<br>f. +86 021 65986707 | <a href="http://en.tongji-caup.org/">http://en.tongji-caup.org/</a>   |

## F. Calendars

### 1. Academic calendar:

| Receiving institution<br>[Erasmus code or city] | 1st term                  | 2nd term              |
|---|---------------------------|-----------------------|
| I VENEZIA02                                     | from October to February  | from March to July    |
| Tongji, Shanghai                                | From September to January | From February to July |

Students who would study the full year must arrive in the hosting Institution at the beginning of the academic year.

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

| Receiving institution | 1 <sup>st</sup> term or full year* | 2 <sup>nd</sup> term*     |
|-----------------------|------------------------------------|---------------------------|
| I VENEZIA02           | 30 <sup>th</sup> June              | 30 <sup>th</sup> November |
| Tongji, Shanghai      | 1 <sup>st</sup> May                | 30 <sup>th</sup> November |

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

### 3. The receiving institution will send its decision within 8 weeks.

### 4. 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].*

## G. Teachers in charge of the mobility

| Receiving institution | Teacher's name           | Contact details   |
|-----------------------|--------------------------|---|
| I VENEZIA02           | Prof. Margherita TURVANI | <a href="mailto:margherita.turvani@iuav.it">margherita.turvani@iuav.it</a><br>t. +39 041 257 2105<br>m. +39 335 679 4730<br>f. +39 041 257 2424 |
| Tongji, Shanghai      | Dr. Minghao ZHOU         | <a href="mailto:zhouminghao@tongji.edu.cn">zhouminghao@tongji.edu.cn</a><br>t. +86 021 65983592<br>m. +86 13817039791<br>f. +86 021 65986707    |

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.

## H. Services for Students and Staff with disabilities

| Receiving institution<br>[Erasmus code or city] | Office/Person in charge                                | Contact  |
|---|--|--|
| I VENEZIA02                                     | Area Didattica e Servizi agli Studenti<br>Front Office | <a href="mailto:front-office@iuav.it">front-office@iuav.it</a><br>S. Croce 601, Campo de la lana<br>30135 Venezia - ITALIA |



|                  |  |  |
|------------------|--|--|
|                  | Mr Federico FERRUZZI   |  |
| Tongji, Shanghai | International Cooperation Office of<br>College of Architecture and Urban<br>Planning<br>Ms WU Xiuzhi | <a href="mailto:caup@tongji.edu.cn">caup@tongji.edu.cn</a><br>t. +86 021 65983592<br>f. +86 021 65986707 |

## I. 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.

## J. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional 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."

## K. Information

### 1. Grading and credit 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<sup>6</sup>. 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.]*

| Receiving institution<br>[Erasmus code or city] | Grading and credit information  |
|---|---|
| I VENEZIA02                                     | <a href="http://www.iuav.it">www.iuav.it</a> Grades from 18 to 30 cum laude, where 18 is the minimum passing grade.<br>1 ECTS credit corresponds to 1 CFU that is 25 hours: 10 hours lectures and 15 hours of individual work.<br>2 ECTS correspond to 1 Tongji credit. |
| Tongji, Shanghai                                | Grades from 60 to 100, where 60 is the minimum passing grade.<br>2 ECTS credits corresponds to 1 Tongji Credits that is 36 hours: 18 hours lectures and 18 hours of individual work.<br>1 Tongji credit corresponds to 2 ECTS.  |

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



## 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:

| Institution<br>[Erasmus code or city]   | Contact details<br>(e-mail, phone)   | Website for information   |
|---|--|---|
| I VENEZIA02<br>Before departure towards Italy students must ask information to Italian Embassy in your Home Country<br><br>If you are requesting a permit to stay for study purposes: make your request at the Immigration Office ( <i>Sportello unico per l'Immigrazione</i> ) at the Questura (Police Headquarters) where you make your request for entry ( <i>domanda di ingresso</i> ) to Italy. Foreign 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). | Polizia di Stato - Questura<br>- Ufficio<br>toll-free number +39 800 309309 (in English) | <a href="http://www.esteri.it/visti/index_eng.asp">http://www.esteri.it/visti/index_eng.asp</a><br><a href="http://www.portaleimmigrazione.it">http://www.portaleimmigrazione.it</a> (in Italian)<br>more info for the Tax Code:<br><a href="http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm">http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm</a> |
| Tongji, Shanghai  | <a href="http://it.china-embassy.org/ita/">http://it.china-embassy.org/ita/</a>          | <a href="http://en.tongji-caup.org/">http://en.tongji-caup.org/</a><br><a href="http://study.tongji.edu.cn/index">http://study.tongji.edu.cn/index</a>  |

## 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:

| Institution<br>[Erasmus code or city] | Recommendation  | Contact details<br>(e-mail, phone)  | Website for information   |
|---------------------------------------|---|---|---|
| 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 | Arch. D'Este Alessandro<br><br>area infrastrutture<br><br>fax 041 257 1715<br><br>servizi.general@iuav.it | <a href="http://www.iuav.it/studenti/servizi-e-polizza-as/index.htm">http://www.iuav.it/studenti/servizi-e-polizza-as/index.htm</a><br>(in Italian) |





|                  |  |  |  |
|------------------|--|--|--|
|                  | insurance during the academic activities of outbound and incoming student/staff.   |  |  |
| Tongji, Shanghai | See:<br><a href="http://en.tongji-caup.org/">http://en.tongji-caup.org/</a><br><a href="http://study.tongji.edu.cn/">http://study.tongji.edu.cn/</a> | Ms WU Xiuzhi<br><a href="mailto:caup@tongji.edu.cn">caup@tongji.edu.cn</a><br>t. +86 021 65983592<br>f. +86 021 65986707 | <a href="http://en.tongji-caup.org/">http://en.tongji-caup.org/</a><br><a href="http://study.tongji.edu.cn/index">http://study.tongji.edu.cn/index</a> |

#### 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:

| Institution<br>[Erasmus code or city]   | Contact details<br>(e-mail, phone)   | Website for information   |
|---|--|---|
| I VENEZIA02<br>For accommodation incoming students must arrange well in advance with hostels or private apartments. | Esu Venezia:<br><a href="mailto:benefici@esuvenezia">benefici@esuvenezia</a><br><br>Venice hostel:<br><a href="mailto:info@ostellovenezia.it">info@ostellovenezia.it</a> | Esu Venezia web page:<br><a href="http://www.esuvenezia.it/">http://www.esuvenezia.it/</a><br><br>Easy Stanza web page:<br><a href="http://www.easystanza.it/?l=1">http://www.easystanza.it/?l=1</a><br><br>Venice hostel:<br><a href="http://www.hostelvenice.org/">http://www.hostelvenice.org/</a> |
| Tongji, Shanghai  | <a href="mailto:caup@tongji.edu.cn">caup@tongji.edu.cn</a><br>t. +86 021 65983592<br>f. +86 021 65986707   | <a href="http://en.tongji-caup.org/">http://en.tongji-caup.org/</a><br><a href="http://study.tongji.edu.cn/index">http://study.tongji.edu.cn/index</a>  |

#### SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution<br>[Erasmus code or name<br>and city] | Name, function              | Date       | Signature |
|---|-----------------------------|------------|-----------|
| I VENEZIA02                                       | Alberto FERLENGA,<br>Rector |            |           |
| Tongji, Shanghai                                  | Zhenyu LI,<br>Dean          | 2015.09.25 |           |