

2° dir.

Università Iuav di Venezia - Archivio Generale			
REPERTORIO CONTRATTI			
Repertorio n.	260 / 2016		
Prot. n.	2253	del	19/02/2016
Anno	2013	Tit.	III Cl. 14 Fasc. 1.129

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 between institutions from programme and partner countries

[Minimum requirements]²

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 embed the principles and 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 ³	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Università Iuav di Venezia / Italy	VENEZIA02	Mrs. Claudia CAPUANO, International Affairs Office, Officer	international@iuav.it t. +39 041 2571739 f. +39 041 2571160 skype: iuav.international	www.iuav.it
Universidade do Estado do Rio de Janeiro	UERJ	Ms. Larissa CAVALCANTE, Departamento de Cooperação Internacional	convenios@sr2.uerj.br intercambio@sr2.uerj.br t. +55 21 2334-0797 f. +55 21 2334-2188	www.sr2.uerj.br/dci

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

³ 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 numbers⁴ per 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 [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
I VENEZIA02	UERJ		Visual arts; Industrial Design	2 nd cycle (<i>Magistrale</i>)	up to 5 students for 1 or 2 semesters per academic year	1 student per at least 2 months
UERJ	I VENEZIA02		Artes Visuais; Desenho Industrial	2 nd cycle (<i>Graduação</i>)	up to 5 students for 1 or 2 semesters per academic year	1 student per at least 2 months

[*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

⁴ Mobility numbers can be given per sending/receiving institutions and per education field:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
I VENEZIA02	UERJ		Visual arts	1 teacher for 15 days per academic year	to be agreed in a separate sheet
UERJ	I VENEZIA02		Artes Visuais; Desenho Industrial	1 teacher for 15 days per academic year	to be agreed in a separate sheet

IUAV and UERJ are not responsible to find an institution for the internship even if a list will be provided. For the internship ECTS will be acknowledged.

Workshop Mobility:

The parties can cooperate in organizing common workshops (upon mutual consent) where participants, students and teachers can come/go from/to Università Iuav di Venezia and/or from/to UERJ. The coordinators will be responsible for the organization and the number of participants of the common workshops.

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

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I VENEZIA02		Italian	some courses are taught in English	B1	B2
UERJ		Portuguese	n/p	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**⁶ 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

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.

⁵ See Common European Framework of Reference for Languages:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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. Students' selection and nomination

Selected students must be selected and 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.

Receiving institution [Erasmus code or city]	Name of the contact person	contact details [e-mail, phone, fax]	website for nomination
I VENEZIA02	Ms. Paola DE ROSSI Officer, Student Mobility Office	mobilitastudenti@iuav.it t. +39 041 2571403 f. +39 041 2571160	https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&formkey=dDVvVzVvb0ZZX3Q3ajlkeFhOUEZzU1E6MQ#gid=0
UERJ	Profa. Dra. Marcia Christina AMORIM MOREIRA LEITE	intercambio@sr2.uerj.br t. +55 21 2334-0797 f. +55 21 2334-2188	http://www.sr2.uerj.br/dci/index.php/intercambio/2013-04-19-11-58-50/alunos-estrangeiros-graduacao http://www.sr2.uerj.br/dci/index.php/intercambio/2013-04-19-11-58-50/alunos-estrangeiros-pos-graduacao

F. Calendars

1. Academic calendar:

Receiving institution [Erasmus code or city]	1st term	2nd term
I VENEZIA02	from October to February	from March to July
UERJ	from March to July	from August to December

Students which 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 st term or full year*	2 nd term*
I VENEZIA02	30 th June	30 th October
UERJ	30 th October	30 th April

[* 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. (Mr.) Paolo GARBOLINO	paolo.garbolino@iuav.it
UERJ	Prof. (Dr.) Denise ESPIRITO SANTO	deniseespirito@gmail.com

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 [Erasmus code or city]	Office/Person in charge	Contact
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
UERJ	Departamento de Cooperação Internacional Incoming Sector	intercambio@sr2.uerj.br Rua São Francisco Xavier, 524, sala T030F, Maracanã, Rio de Janeiro, RJ, CEP:20250-500

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. Validity and Termination of the agreement

This agreement shall enter into force from the date of last signature, if the dates are different in the two countries, and remains in effect until one of the signatory institutions withdraws its validity at least six months before the effective date of its termination, limited to sixty months according to art. 57. II of Law 8.666/93. The Agreement lasts until the expiration date of the Erasmus+ Program 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".

In no case this termination affects the ongoing activities before the effective date of termination.

This instrument will be automatically extinguished if any circumstances foreseen in legislations ruling either one or both parties prevent the observance of its validity.

K. Settlement of Disputes

The resolution of possible disputes related to the interpretation and implementation of this instrument will be transferred to a joint arbitration committee formed by the signatories of this instrument or assigned persons to this purpose.

L. Brazilian Law _ Assignments UERJ

UERJ shall provide a short publication of the instrument in the Diário Oficial do Estado do Rio de Janeiro [Official Gazette of the State of Rio de Janeiro] until the 5th (fifth) business day of the month following its signature, to occur within twenty days of that date, whatever its value, albeit without charge, under the Brazilian law.

The present Agreement will be filed at UERJ, at the disposal of inspection teams from the State Audit Court of Rio de Janeiro, as determined by Article 1, §2, of Deliberation #191, of July 11th, 1995.

This cooperation instrument shall be submitted to the approval of the Board of Trustees of UERJ, under the terms of Article 3, subparagraph VI, of Provision #3, of July 24th, 1992.

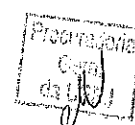
M. Information

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' guide⁷. 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 [Erasmus code or city]	Grading and credit information
I VENEZIA02	Grades from 18 to 30 cum laude, where 18 is the minimum passing grade.

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm



	1 ECTS credit corresponds to 1 CFU that is 25 hours: 10 hours lectures and 15 hours of individual work.
UERJ	Grades from 0 to 10, where 7 is the minimum passing grade. For being approved the student must have in the minimum 75% of frequency. 1 credit corresponds to 15 hours. Usually UERJ has signatures with 60 hours that it means 4 credits.

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 [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
<p>I VENEZIA02</p> <p>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.</p> <p>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).</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>



<p>UERJ</p> <p>If you are requesting a permit to stay for study purposes: make your request at the Immigration Office in the Embassy. When the student arrives in Brazil it's necessary to go to the Immigration Office (Polícia Federal - DELEMIG) where you make your request for entry to Brazil. 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).</p>	<p>International Airport Terminal 2 Telephone number 55 194</p>	<p>http://www.dpf.gov.br/</p>
---	---	--

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 [Erasmus code or city]	Recommendation	Contact details (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	Mr. Alessandro D'ESTE servizi.tecnici@iuav.it	http://www.iuav.it/studenti/servizi-e-polizza-as/index.htm (in Italian)

Stampa con data e firma illegibile.

	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.		
UERJ	Students 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 Brazil, mainly the item named "repatriation".	n/p	n/p

4. Housing

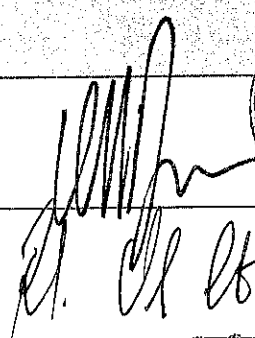

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
I VENEZIA02 For accommodation incoming students must arrange well in advance	Esu Venezia: claudia.grespi@esuvenezia.it Venice hostel: info@ostellovenezia.it	Esu Venezia web page: http://www.esuvenezia.it/ Easy Stanza web page: http://www.easystanza.it/?l=1 Venice hostel: http://www.hostelvenice.org/

themselves with hostels or private apartments.		
UERJ For accommodation incoming students must arrange dwelling by themselves.	n/p	Website for renting a room: http://www.easyquarto.com.br/ http://dividir-apartamento.vivanuncios.com/alugar-quarto-vaga+rio-de-janeiro Website for renting an apartment: http://www.zap.com.br/imoveis/rio-de-janeiro/apartamento-padrao/aluguel/ http://www.vivareal.com.br/ Groups on Facebook Repúblicas UERJ: https://www.facebook.com/groups/168565336638837/ UERJ: https://www.facebook.com/groups/185260218158825 (GTI-UERJ) UERJ's International Alumni Association: https://www.facebook.com/groups/gti.uerj/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
I VENEZIA02	I Università luav di Venezia Amministratore RESTUCCI, Alberto Ferlenga Rector		 
UERJ	Ricardo VIEIRALVES Rector		

Ricardo Vieiralves de Castro
Rector