



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² 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 ³	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	international@iuav.it t. +39 041 2571739 f. +39 041 2571160	www.iuav.it
Universidad Finis Terrae / Chile	UFT, Santiago de Chile	Mrs. Christiane BARNAHÁZI Coordinadora de Intercambio, Oficina de Programas Internacionales	cbarnahazi@uft.cl t. +56 2 24207438 f. +56 2 24207438	www.uft.cl

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 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

FROM [Erasmus code or city of the sending institution]	TO/ [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 [Not relevant for 2015]
I VENEZIA02	UFT, Santiago de Chile		architecture	2 nd / 3 rd cycle	2 students per 1 or up to 2 semesters	not provided
			theatre	2 nd / 3 rd cycle	1 student per 1 or up to 2 semesters	not provided
UFT, Santiago de Chile	I VENEZIA02		architecture	2 nd / 3 rd cycle	2 students per 1 or up to 2 semesters	not provided
			theatre	2 nd / 3 rd cycle	1 student per 1 or up to 2 semesters	not provided

[*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.]

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.

⁴ 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>)

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	n/p	B1 of Spanish	B2 of Spanish
UFT, Santiago de Chile		Spanish	n/p	B1 of Italian	B2 of Spanish

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 IUAV (I VENEZIA02) is located in a **programme country**⁶ of Erasmus+ and respects the Erasmus Charter for Higher Education of which it must be a holder. Its charter can be found here:

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

The UFT is located in a **partner country** of Erasmus+ and respects 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.

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.





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. Student's nomination

Selected students must be nominated by their home University. Then each university will provide the application form and the additional documents that students must enclosed. 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	mobilistudenti@iuav.it t. +39 041 2571403 f. +39 041 2571160	https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0
UFT, Santiago de Chile	Mrs. Christiane BARNAHÁZI Coordinadora de Intercambio, Oficina de Relaciones Internacionales	cbarnahazi@uft.cl t. +56 2 24207438 f. +56 2 24207438	Universidad Finis Terrae doesn't use website for nomination. The nominate template is send and received through this e-mail address: cbarnahazi@uft.cl

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
UFT, Santiago de Chile	from March to July	from August to December

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

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 November
UFT, Santiago de Chile	15 th November	15 th May

[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].*

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G. 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
UFT, Santiago de Chile	Mrs. Christiane BARNAHÁZI Coordinadora de Intercambio, Oficina de Relaciones Internacionales	cbarnahazi@uft.cl t. +56 2 24207438 f. +56 2 24207438

H. 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.

I. 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 6 (six) months should be given to the other party. In this case, the activities in progress will continue to remain valid until their natural expiry. Neither the European Commission nor the National Agencies in Italy and in Chile can be held responsible in case of a conflict.

J. Information

1. Grading and credit systems of the institutions

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. 1 ECTS credit corresponds to 1 CFU that is 25 hours: 10 hours lectures and 15 hours of individual work.
UFT, Santiago de Chile	Grades from 1,0 to 7,0 cum laude, where 4,0 is the minimum passing grade. UFT Credits. In process of adaptation to SCT-Chile system.

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

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. 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://www.l.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm</p>
<p>UFT, Santiago de Chile</p> <p>During first 30 days, students must validate Visa or Temporary Study autorisation on International Police.</p> <p>Then students must go to Civil Registration to obtain a Chilean ID.</p>	<p>International Police : Morandé 672, Santiago 56 2 26809110</p> <p>Civil Registration : Miguel Claro 543, Providencia, Santiago. 56 2 235-7716</p>	<p>http://www.extranjeria.gob.cl/</p> <p>http://www.registrocivil.cl/</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 country and to obtain a	Ms Donatella BIANCHIN bianchin@iuav.it	http://www.iuav.it/studenti/servizi-e-polizza-as/index.htm (in Italian)

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	Italy. However, Iuav provides for accidents and damage insurance during the academic activities of outbound and incoming student/staff.		
UFT, Santiago de Chile	Foreign Students are required to hire a private medical and health insurance and provide all useful data to the Office of International Relations.	cbarnahazi@uft.cl	http://www.finisterrae.cl/intercambio-alumnos-extranjeros/guia-del-estudiante

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 doesn't provide students housing. For accommodation students must arrange well in advance with hostels or private apartments in Venice.	Esu Venezia e-mail: benefici@esuvenezia 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/
UFT, Santiago-Chile doesn't provide students housing. For accommodation students must arrange well in advance with hostels or private apartments in Santiago.	Home Chile: www.homechile.cl Housing in Chile: info@housinginchile.cl	http://www.finisterrae.cl/intercambio-alumnos-extranjeros/guia-del-estudiante

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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
Università Iuav di Venezia I VENEZIA02	Amerigo RESTUCCI, Chancellor		
Universidad Finis Terrae, Santiago de Chile	Cristian Názer Astorga Rector	0/8/2014	