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Università Iuav
di Venezia

Università Iuav di Venezia - Archivio Generale			
REPERTORIO CONTRATTI			
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Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-23² 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

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (e.g. of the course catalogue)
Università Iuav di Venezia	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
Kyoto Institute of Technology/ Japan	KYOTO	Mobility management: Makoto KAWAMUKAI (Mr), Chief	Student Exchange Services, KIT International Affairs ses@iim.kit.ac.jp t. +81 (0)75 7247128 f. +81 (0)75 7247710	www.kit.ac.jp

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.]

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 No of months of the study periods or average duration*]	Student Mobility for Traineeships **
I VENEZIA02	KYOTO	073	Architecture	2 nd cycle (graduate degree)	up to 2 students per 1 term/year	up to 2 graduate students per 2 months more
				3 rd cycle (Ph.D. students)	1 Ph.D. up to 3 months/year	1 Ph.D. student
KYOTO	I VENEZIA02	073	Architecture	2 nd cycle (graduate degree)	up to 2 students per 1 term/year	up to 2 graduate students per 2 months more
				3 rd cycle (Ph.D. students)	1 Ph.D. up to 3 months/year	1 Ph.D. student

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

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Page%3Finternational-standard-classification-of-education.aspx>)

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 No of days of the teaching periods or average duration*]	Staff Mobility for Training *
I VENEZIA02	KYOTO	073	Architecture	1 teacher per 12 days/year	1 staff per 5 days/year
KYOTO	I VENEZIA02	073	Architecture	1 teacher per 12 days/year	1 staff per 5 days/year

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.

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruc- tion	Additional language of instruc- tion	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I VENEZIA02	073: Architecture	Italian	Some courses are held in English	B1	B2

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

KYOTO	073: Architecture	Japanese:	Some courses are held in English	B1	B2
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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_the_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.

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

- 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:

Receiving institution	Autumn term*	Spring term*
I VENEZIA02	from October to February	from March to July
KYOTO	from October to February	from April to August

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

Receiving institution	Autumn term*	Spring term*
I VENEZIA02	June 30 th	October 30 th
KYOTO	June 15 th	December 15 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.

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	To be asked to Ms Paola DE ROSSI
KYOTO	Ms Yuka Sekiguchi -Student Exchange Services, KIT International Affairs (Incoming)	Student Exchange Services, KIT International Affairs ses@jim.kit.ac.jp t. ++81 (0)75 7247126 f. ++81(0)75 7247710	Necessary information will be provided upon completion of final selection at KIT.

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

Receiving institution	Teacher's name	Contact details
I VENEZIA02	Matteo DARIO PAOLUCCI	dariopaolucci@iuav.it
KYOTO	Kazuo AKAMATSU	akamatsu@kit.ac.jp

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

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
KYOTO	Student Affairs, Center for Accessibility and Communication Assistance	csr@jim.kit.ac.jp

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.

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 of lectures and 15 hours of individual work. 2 ECTS correspond to 1 KIT credit.										
KYOTO	Graduate School has adopted an "absolute assessment" system for grading. In each course, students are evaluated on a 100-point scale based on their overall performance on exams, class works, research outcomes, and fulfilment of the course objectives. This final point score is converted into a Japanese grade as follows. <table border="1" data-bbox="651 1554 1329 1778"> <thead> <tr> <th>Grade</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Very good</td> <td>Over 80 points</td> </tr> <tr> <td>Good</td> <td>70-79 points</td> </tr> <tr> <td>Satisfactory</td> <td>60-69 points</td> </tr> <tr> <td>Fail</td> <td>Less than 60 points</td> </tr> </tbody> </table> Some evaluation test results are not expressed in grades with numbers, but in wordings such as "passed" or "not-passed." The number of credits of each course subject shall be calculated pursuant to the following criteria. As a standard, one credit shall consist of curriculum content, which requires 45 hours of study per course subject. (1) With regard to lectures, a course of 15 hours shall constitute	Grade	Points	Very good	Over 80 points	Good	70-79 points	Satisfactory	60-69 points	Fail	Less than 60 points
Grade	Points										
Very good	Over 80 points										
Good	70-79 points										
Satisfactory	60-69 points										
Fail	Less than 60 points										

	<p>one credit.</p> <p>(2) With regard to practicums, a course of 30 hours shall constitute one credit.</p> <p>(3) With regard to experiments, practical training and practical skills acquisition, a course of 30 to 45 hours shall constitute one credit. However, for practical training that involves actual practical tasks such as internships, a course of 30 to 45 hours shall constitute one credit.</p> <p>(4) In the event that a course consists of a combination of two or more lectures, practicums, experiments, practical training or practical skill development, KIT shall, depending on the combination, determine the number of hours necessary to grant a credit, taking into consideration the criteria set forth in items (1) to (3).</p> <p>Notwithstanding the provisions set forth above, KIT may determine graduation research credit numbers, taking into consideration the study necessary to complete said research.</p> <p>Note: At KIT, one class is 90min. and is equivalent to 2 hours. E.g.: 1 lecture per week = 2 hrs x 15 weeks = 30 hrs = 2 credits. 1 KIT credit corresponds to 2 ECTS.</p>
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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
I VENEZIA02 Before departure towards Italy students must ask information to Italian Embassy in their Home Country.	Italian Embassy in Japan http://www.ambtokyo.esteri.it/ambasciata_tokyo/ja/ambasciata/contatti_0.html	http://www.ambtokyo.esteri.it/Ambasciata_Tokyo/it/ambasciata/la_rete_e_consolare/visa-application.html http://vistoperitalia.esteri.it/home/en
KYOTO	Student Exchange Services, International Affairs TEL +81-75-724-7188 E-mail : ses@jim.kit.ac.jp	Necessary information will be provided upon completion of final selection at KIT.

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 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/index.htm (in Italian)
KYOTO		Student Exchange Services, International Affairs TEL +81-75-724-7126 E-mail : ses@jim.kit.ac.jp	Necessary information will be provided upon completion of final selection at KIT. Procedure upon arrival at KIT is available at : https://www.kit.ac.jp/wp-content/uploads/2015/06/Guidebook_2017.pdf

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 themselves with hostels or private apartments.	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/
KYOTO	Student Exchange Services,	http://www.kit.ac.jp/accommodation/

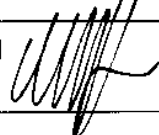
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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
I VENEZIA02	Prof. Alberto FERLENGA, Rector	28 SET. 2018	
KYOTO	Dr. Kiyotaka Morisako, President	19/9/2018	