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

**Inter-institutional<sup>1</sup> agreement 2017-20[21]<sup>2</sup>  
between institutions from  
Programme and Partner Countries<sup>3</sup>  
[Minimum requirements]<sup>4</sup>**

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 organisation 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 higher education institutions**

Full name of the institution / country	Erasmus code or city <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Website (eg. of the course catalogue)
Università Iuav di Venezia	I VENEZIA02	<a href="mailto:international@iuav.it">international@iuav.it</a> +39 041 257.1739 or .1720	<a href="http://www.iuav.it">www.iuav.it</a>
Aleppo University AU	AU 7110150	Cultural Relation Directorate <a href="mailto:inter-rel@alepuniv.edu.sy">inter-rel@alepuniv.edu.sy</a>	<a href="http://www.alepuniv.edu.sy">www.alepuniv.edu.sy</a>

**B. Mobility numbers<sup>7</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 no later than the end of January in the preceding academic year.]

FROM	TO	Subject	Subject	Study cycle	Number of student mobility periods
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<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+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>5</sup> Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement.

<sup>7</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>)

[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	area code * [ISCED]	area name *	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships **
I VENEZIA02	AU 7110150	0731	Architecture and town planning	2 <sup>nd</sup> cycle master degree/graduate	up to 3 students per 1 term/year	up to 3 students per 2 months more
		0731	Architecture and town planning	3 <sup>rd</sup> cycle Ph.D./doctorate	Up to 2 students per 2 months/year	
AU 7110150	I VENEZIA02	0731	Architecture and town planning	2 <sup>nd</sup> cycle master degree/graduate	up to 3 students per 1 or 2 terms/year	up to 3 students per 2 months more
		0731	Architecture and town planning	3 <sup>rd</sup> cycle Ph.D./doctorate	Up to 2 students per 2 months/year	

[\*Optional: subject area code & name and study cycle are optional.]

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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods [total number of days of teaching periods or average duration *]	
				Staff Mobility for Teaching	Staff Mobility for Training *
I VENEZIA02	AU 7110150	0731	Architecture and town planning	2 teachers each per 14 days/year	1 staff per 7 days/year
AU 7110150	I VENEZIA02	0731	Architecture and town planning	2 teachers each per 14 days/year	1 staff per 7 days/year

**Workshop Mobility:**

The parties can cooperate in organizing common workshops where participants, students and teachers can come/go from/to Università Iuav di Venezia and/or from/to Aleppo University. 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. Each University is responsible for the payments relative to the costs of organization and costs of own outgoing participants.

**C. Recommended language skills**

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

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 institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>8</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I VENEZIA02		Italian	Some courses are held in English	B1 of English	B2 of English
AU 7110150		Arabic	Some courses are held in English	B1 of English	B2 of English

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** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

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.

<sup>8</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- 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 organisational 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. Additional requirements**

*[To be completed if necessary. Other requirements may be added 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.]*

### Teachers in charge of the student/staff mobility

Institution	Teacher's name	Contact
AU	Prof. Lamis Herbly	email: <a href="mailto:lherbly@gmail.com">lherbly@gmail.com</a>
7110150	Prof. Sakher Olabi	email: <a href="mailto:Dr.Sakherolabi@gmail.com">Dr.Sakherolabi@gmail.com</a>
I VENEZIA02	Prof. Benno Albrecht	email: <a href="mailto:benno.albrecht@iuav.it">benno.albrecht@iuav.it</a>

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

### F. Calendar

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
AU 7110150	From October to February	from March to July
I VENEZIA02	From October to February	from March to July

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

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

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

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	<a href="mailto:mobilitastudenti@iuav.it">mobilitastudenti@iuav.it</a> t. +39 041 2571403 f. +39 041 2571160	<a href="https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajIkeFh0UEZzU1E6MQ#gid=0">https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajIkeFh0UEZzU1E6MQ#gid=0</a>
AU 7110150	Ms May Rifai Director Cultural relations directorate	Cultural Relation Directorate <a href="mailto:inter-rel@alepuniv.edu.sy">inter-rel@alepuniv.edu.sy</a>	

The receiving institution will send its decision within 8 weeks.

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]*

### 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.

### Termination of the agreement

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

### 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
AU 7110150	Cultural Relation Directorate inter-rel@alepuniv.edu.sy	

### G. 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<sup>9</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 [Erasmus code or city]	Organizational credit information
I VENEZIA02	www.iuav.it 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 which can be of lectures, seminars, projects, practical work, work placements and individual study ...Approximately 10 hours lectures and 15 hours of individual work.

<sup>9</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

	<b>Single grade</b>	<b>Rating</b>	<b>Final grade</b>	<b>Rating</b>
	100/85	Excellent	100/85	Excellent
	85/75	Very good	85/75	Very good
	75/65	Good	75/65	Good
	65/60	Sufficient	65/60	Sufficient
	60/0	Fail	60/0	Fail
<b>AU</b> <b>7110150</b>	<p>The "single grade" consists of a number of "single grades" based on multiple works (exercises, projects and/or different required assignments, bases on the nature of the course). The "single grade" has a certain percentage from the whole rating, which differs after courses.</p> <p>The "final grade" is a grade based on a theoretical or practical exam (or written assignment). The "final grade" has a certain percentage from the whole rating, which differs after courses.</p> <p>Both, the single grade and the final grade from the credit achieved by the student in a certain course.</p>			

## **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:

<b>Institution</b> <b>[Erasmus code or city]</b>	<b>Contact details</b> <b>(email, phone)</b>	<b>Website for information</b>
<b>I VENEZIA02</b> Before departure towards Italy students must ask information to Italian Embassy in your Home Country 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 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).		<a href="http://www.esteri.it/visti/index_eng.asp">http://www.esteri.it/visti/index_eng.asp</a>  <a href="http://www.portaleimmigrazione.it">http://www.portaleimmigrazione.it</a> (in Italian)  more info for the Tax Code:  <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>
<b>AU</b>  <b>7110150</b>	Cultural Relation Directorate  <a href="mailto:inter-rel@alepuniv.edu.sy">inter-rel@alepuniv.edu.sy</a>	<a href="http://www.alepuniv.edu.sy">www.alepuniv.edu.sy</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 [Erasmus code or city]	Contact details (email, 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.	area infrastrutture servizio amministrazione e patrimonio 041 257 1832-1833-1837 <a href="mailto:infr.amministrazione@iuav.it">infr.amministrazione@iuav.it</a>	<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> (in Italian)
AU 7110150	Cultural Relation Directorate <a href="mailto:inter-rel@alepuniv.edu.sy">inter-rel@alepuniv.edu.sy</a>	<a href="http://www.alepuniv.edu.sy">www.alepuniv.edu.sy</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:

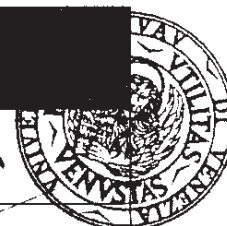
Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I VENEZIA02  For accommodation incoming students must arrange well in advance themselves with hostels or private apartments.	Esu Venezia: <a href="mailto:claudia.grespi@esuvenezia.it">claudia.grespi@esuvenezia.it</a>  Venice hostel: <a href="mailto:info@ostellovenezia.it">info@ostellovenezia.it</a>	Esu Venezia web page: <a href="http://www.esuvenezia.it/">http://www.esuvenezia.it/</a> <a href="https://housinganywhere.com/">https://housinganywhere.com/</a> Easy Stanza web page: <a href="http://www.easystanza.it/?l=1">http://www.easystanza.it/?l=1</a>  Venice hostel: <a href="http://www.hostelvenice.org/">http://www.hostelvenice.org/</a>



AU 7110150 For accommodation incoming students must arrange well in advance themselves with hostels or private apartments.	Cultural Relation Directorate <a href="mailto:inter-rel@alepuniv.edu.sy">inter-rel@alepuniv.edu.sy</a>	<a href="http://www.alepuniv.edu.sy">www.alepuniv.edu.sy</a>
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

<b>Institution</b> [Erasmus code or name and city]	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>10</sup></b>
I VENEZIA02	Prof. Alberto Ferlenga Rector	19 MAR. 2018	
AU 7110150	Prof. Dr. Moustafa Afyouni, president, University of Aleppo	25/2/2018	



<sup>10</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

