



Università Iuav di Venezia - Architettura Venezia
 MEMORANDUM D'INTESA
 N. 887 / 2016
 11665 / 5/7 / 2016
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Università Iuav
 di Venezia

Students, Staff and Graduates Exchange Program Inter-institutional agreement

The institutions named below referring to the Memorandum of Understanding already signed between the parties and in force till February 2015, agree to cooperate for the exchange of students, staff and graduates in the context of this exchange program. They commit to respect the quality requirements of both institutions in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Alias	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
The Future University Faculties of Architecture, of Arts and Design and of Geoinformatics	FU	info@futureu.edu.sd +249-183428-543	www.futureu.edu.sd
Università Iuav di Venezia	IUAV	international@iuav.it +39 041 257.1739 or .1720	www.iuav.it

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² per academic year

Stays of 2 (two) semesters not referred to the same academic year are not allowed.

FROM [Alias]	TO [Alias]	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
FU	IUAV	Architecture	1 st or 2 nd or 3 rd cycle	3 students per one semester and up to two semesters	not provided
		Arts and Design	1 st or 2 nd or 3 rd cycle	3 students per one semester and up to two semesters	not provided
		Geoinformatics	1 st or 2 nd or 3 rd cycle	3 students per one semester and up to two semesters	not provided
IUAV	FU	Urban Planning	2 nd or 3 rd cycle	3 students per one semester and up to two semesters	not provided
		Architecture	2 nd or 3 rd cycle	3 students per one semester and up to two semesters	not provided
		Arts and Design	2 nd or 3 rd cycle	3 students per one semester and up to two semesters	not provided

² 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>)

FROM [Alias of the sending institution]	TO [Alias of the receiving institution]	Subject area name	Number of staff mobility periods	
			Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration]</i>	Staff Mobility for Training
FU	IUAV	Architecture	1 teacher up to 2 weeks per academic year	not provided
		Arts and Design	1 teacher up to 2 weeks per academic year	not provided
		Geoinformatics	1 teacher up to 2 weeks per academic year	not provided
IUAV	FU	Urban Planning	1 teacher up to 2 weeks per academic year	not provided
		Architecture	1 teacher up to 2 weeks per academic year	not provided
		Arts and Design	1 teacher up to 2 weeks per academic year	not provided

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 institution [Alias]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
			Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
FU	English	French	B1	B2
IUAV	Italian	English	B1	B2

For more details on the language of instruction recommendations, the two institutions will provide for the course catalogue, when available, to the other party.

³ 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>

D. Teachers in charge of the student/staff mobility

Institution	Teacher's name	Contact
The Future University	Mr Ghassan Abubaker Mustafa	email: ghassan.abubaker@hotmail.com
Università Iuav di Venezia	Mr Francesco MUSCO	email: francesco.musco@iuav.it

E. Calendar

Stays of 2 (two) semesters not referred to the same academic year are not allowed.

Receiving institution [Alias]	S1-Semester 1* [month]	S2-Semester 2* [month]
FU	From 2 nd week September to 2 nd week January	From 4 th week January to 2 nd week May
IUAV	from October to February	from March to July

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

1. The receiving institution will send its decision in large time for the VISA.
2. A Transcript of Records will be issued by the receiving institution after the assessment period has finished at the hosting university and sent to the home institution.

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

Institution [Alias]	Office/Person in charge	Contact	Deadline
IUAV	Students Mobility Office Ms Paola DE ROSSI	mobilitastudenti@iuav.it S. Croce 601, Campo de la lana 30135 Venezia - ITALIA	S1: June 30 th S2: October 30 th
FU	Registrar, Faculty of Architecture	fu.facultyofarch@gmail.com	S1: May 30 th S2: November 30 th

F. Information

1. Grading and crediti systems of the institutions

Institution	Grading System
Università Iuav di Venezia	Grades from 18 to 30 cum laude, where 18 is the minimum passing grade. 1 ECTS credit corresponds to 25 hours: 10 hour's lectures and 15 hours of individual work.
The Future University	Students' performance is graded based on the course works (40), midterm examinations (20) and final examinations (40). Minimum passing mark is 40 (equivalent to D). 1 credit hour is 15 contact hours for lectures and 30 hours of laboratory or studio activities.

2. Visa

Institution	Contact details (email, phone)	Website for information
Polizia di Stato - Questura - Ufficio Stranieri	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 (domanda di ingresso) 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>more info for the VISA and the permit of stay: http://www.esteri.it/visti/index_eng.asp</p> <p>http://www.portaleimmigrazione.it (in Italian)</p> <p>toll-free number +39 800 309309 (in English)</p> <p>more info for the Tax Code: http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm</p>
Sudanese Embassy in Rome Italy	Foreign Students are required to secure their visa prior leaving their home country.	Via Panama, 48 00198 Roma Italy Telephone: (+39) 06 3322 2138 Telefax (+39) 06 3340 841 E-mail: info@sudanembassy.it Website: www.sudanembassy.it
Ministry of Foreign Affairs	Foreign Students will be assisted by the university through the University registrar to secure as student residents visa.	registrar@futureu.edu.sd +249-183428550 +249-183428543 local 112/111



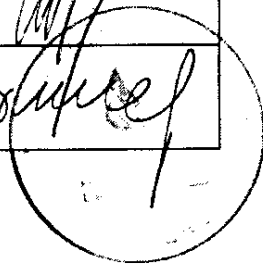
3. Insurance

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	Contact details (email, phone)	Website for information
The Università Iuav di Venezia suggests non-EU citizens to take out private medical and health insurance before leaving their home country and to obtain a consular declaration regarding its validity in Italy.	not provided	not provided
The Future University required foreign students to provide medical report from their home country which will confirm they aren't affected with any disease.	not provided	not provided

advance themselves with hostels or private apartments.		http://www.hostelvenice.org/
FU Students Affairs can assist visiting students for accomodation.	deansaffair@futureu.edu.sd Tel. +249-183428543	www.futureu.edu.sd

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
I VENEZIA02	Prof. Alberto Ferlenga Rector	28/6/2016	
FU	Dr. El Tayeb Mustafa President	18/5/2016	 

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation