



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 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 (HEI)	Name of the contact person	Contact details (email, phone)	Website (if any)
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 skype: iuav.international	www.iuav.it
Tunghai University / Taiwan	PIC 926545747	Ms Doris Tsai, Office of International Education and Affairs	doris@thu.edu.tw t. +886 423590356 f. +886 423590884	http://thueng.thu.edu.tw/

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

[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.]

I VENEZIA02	PIC 926545747	n/p	Architecture	1 st and 2 nd cycle (undergraduate and graduate)	up to 2 students per 1 or 2 semesters	
PIC 926545747	I VENEZIA02	n/p	Architecture	1 st and 2 nd cycle (undergraduate and graduate)	up to 2 students per 1 or 2 semesters	

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>)



Exchange of Ph.D. students:

Country of origin	Country of destination	Number of students	Subject area name	Study cycle	Number of graduates per year	Number of mobility periods
I VENEZIA02	PIC 926545747	n/p		3 rd cycle (Ph.D. student)	up to 2 graduates per 12 months	n/p
PIC 926545747	I VENEZIA02	n/p		3 rd cycle (Ph.D. student)	up to 2 graduates per 12 months	n/p

[*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.]

Country of origin	Country of destination	Subject area code (ISCED 2011)	Subject area name	Number of graduates per year	Number of mobility periods
I VENEZIA02	PIC 926545747	n/p	Architecture	2 teacher up to 2 weeks per academic year	
PIC 926545747	I VENEZIA02	n/p	Architecture	2 teacher up to 2 weeks per academic 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.

I VENEZIA02		Italian	some courses are taught in English	B1	B2
PIC 926545747		Chinese	Some courses are taught in English	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**⁵ 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

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(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.
- 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 required additional documents that students must enclose. The additional documents are compulsory and should be enclosed with the application.

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/spreadsheets/viewform?usp=drive_web&formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0
PIC 926545747	Ms. Doris Tsai Office of International Education and Programs	doris@thu.edu.tw t. +886 423590356 f. +886 423590884	Nomination could be send via e-mail to Ms. Doris Tsai

F. Calendars

1. Academic calendar:

I VENEZIA02	from October to February	from March to July
Tunghai, Taichung	From September to January	From February to June

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:

I VENEZIA02	30 th June	30 th November
PIC 926545747	30 th April	30 th November

[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 (Country, City)	Teacher in charge	Contact details
I VENEZIA02	Prof. Salvatore RUSSO	russo@iuav.it
PIC 926545747	Hao-Hsiu Chiu, Ph. D.	hchiu@thu.edu.tw

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 (Country, City)	Office/Person in charge	Contact details
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
PIC 926545747	Ms. YU,SHU-PING Office of Student Affairs	rose@thu.edu.tw No.1727, Sec.4, Taiwan Boulevard, Xitun District, Taichung 40704, Taiwan R.O.C

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. 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 Taiwan can be held responsible in case of a conflict.



K. Information

1. Grading and credit systems of the institutions

I VENEZIA02	<p>Grades from 18 to 30 cum laude, where 18 is the minimum passing grade.</p> <p>1 ECTS credit corresponds to 1 CFU that is 25 hours: 10 hours lectures and 15 hours of individual work.</p> <p>2.5 ECTS corresponds to 1 credit.</p>												
PIC 926545747	<p>Grading systems:</p> <table border="0"> <tr> <td>A</td> <td>80-100%</td> <td>4.0</td> </tr> <tr> <td>B</td> <td>70- 79%</td> <td>3.0</td> </tr> <tr> <td>C</td> <td>60- 69%</td> <td>2.0</td> </tr> <tr> <td>D</td> <td>50-59%</td> <td>1.0</td> </tr> </table> <p>60% is minimum passing grade; grades reported by years/semesters.</p>	A	80-100%	4.0	B	70- 79%	3.0	C	60- 69%	2.0	D	50-59%	1.0
A	80-100%	4.0											
B	70- 79%	3.0											
C	60- 69%	2.0											
D	50-59%	1.0											

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:

I VENEZIA02		
<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</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>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>PIC 926545747 You have to apply for a valid visa (Visitor or Resident Visa) in your country before entering Taiwan. Students whose exchange period is more than 180 days may apply for the Resident Visas or extendable Visitor Visas if the exchange period is less than 180days.</p>	<p>Ufficio di Rappresentanza di Rappresentanza di Taipei in Italia</p>	<p>A list of ROC (Taiwan) Embassies can be found at http://www.boca.gov.tw/ (English Version is also available)</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)	Internet information
I VENEZIA02	Non-EU citizens are required to take out private medical and health insurance before leaving their home	Arch. D'Este Alessandro area infrastrutture fax 041 257 1715 servizi.generali@iuav.it	http://www.iuav.it/studenti/servizi-e-/polizza-as/index.htm (in Italian)



	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.		
PIC 926545747	Students/staffs are required to purchase overseas insurance before leaving their home country and to obtain a consular declaration regarding its validity in Taiwan. Otherwise, student will be request to purchase accidents and damage insurance during the academic activities of incoming student/staff.	Ms. Doris Tsai doris@thu.edu.tw	

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:

I VENEZIA02 For accommodation incoming students must arrange well in advance with hostels or private	Esu Venezia: 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



apartments.		Venice hostel: http://www.hostelvenice.org/
PIC 926545747 For accommodation incoming students can apply on campus dormitory when submit their applications, otherwise student has to arrange off campus apartments on its own.	On campus dormitory : deanstu@thu.edu.tw For off campus apartment Formosa Life Services : service@formosalifeservices.com TungHaiLand Youth House	For on campus dormitory : http://deanstu.service.thu.edu.tw/student-housing-service-division/ For off campus apartment : Formosa Life Services http://www.formosalifeservices.com/english/TungHaiLandYouthHouse TungHaiLand Youth House http://www.hi-land.com.tw/map.html

SIGNATURES OF THE INSTITUTIONS (legal representatives)

AREA RISERVATA PER IL COMPILAZIONE E LA VERIFICA DELLE FIRME			
I VENEZIA02	Amerigo RESTUCCI, Rector ALBERTO FERLENGA		
PIC 926545747	Dr. Mao-Jiun Wang President		

