



Erasmus+ Programme

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

12/06/2016

Università Iuav di Venezia - Archivio Generale	
REPERTORIO CONTRATTI	
Repertorio n.	<i>857 / 2016</i>
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**Inter-institutional¹ agreement 2014-20[21]²
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

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
Illinois Institute of Technology / USA	IIT, Chicago	Darsh Wasan VP International Affairs	wasan@iit.edu t. 312.567.3001 f. 312 567.3003	http://web.iit.edu/

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.

I VENEZIA02	IIT, Chicago	073	Architecture	1 teacher per 12 days/year	1 staff per 5 days/year
IIT, Chicago	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 written 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 will 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.

I VENEZIA02	073	Italian	Some courses are held in English	B1	B2
IIT, Chicago	073	English		B2	B2

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

Iuav students must have:

- a minimum TOEFL score of 80 or
- a minimum IELTS score of 6.5

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_he_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 fees on the same basis as local students for costs including but not limited insurance, student unions, services, activities, 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

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

advance between the sending and receiving institutions or enterprises and the mobile participants.

- Provide reasonable 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 reasonable 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 access to support 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 access to 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, , 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 at the request of the student and according to the university's policies.
- 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:

I VENEZIA02	from October to February *[IIT students must take exams in December]	from March to July
IIT, Chicago	from August to December (preferable)	January to May

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

I VENEZIA02	June 30 th	October 30 th
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IIT, Chicago	9th December preferred April 15th	November 1
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[* 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.

I VENEZIA02	Ms Paola DE ROSSI Officer, Student Mobility Office	mobilitastudenti@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
IIT, Chicago	Amy Ionescu Assistant Director for International Undergraduate Admission	aionescu@iit.edu t. 312.567.6935 f 312.57.6939	http://www.iit.edu/undergrad_admission/apply/visiting_exchange.shtml

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, provided the student has requested the transcripts according to the university's policies. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

c) Teachers in charge of the mobility

I VENEZIA02	Prof. Dario TRABUCCO	dario.trabucco@iuav.it
IIT, Chicago	Prof. Colleen Humer	humer@iit.edu

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

I VENEZIA02	Area Didattica e Servizi agli Studenti	front-office@iuav.it S. Croce 601, Campo de la lana
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	Front Office Mr. Federico FERRUZZI	30135 Venezia - ITALIA
IIT, Chicago	Agnes McGrane, (Student)Disability Resource Center Antoinette Murril,Associate VP Human Resources (Staff and Faculty)	amcgrane@iit.edu 3424 S. State TS1 C3-1 10 W. 35th St. 9F8-1 Chicago IL 60616 USA amurril@iit.edu

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.

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. 2 ECTS correspond to 1 IIT credit.
IIT, Chicago	Grading scale: Excellent 4 A Above average 3 B Average 2 C Below average 1 D Fail 0 E 1 IIT credit corresponds to 2 ECTS credits.

2) Visa

The sending and receiving institutions will provide reasonable 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:

<p>I VENEZIA02 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).</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 http://www.portaleimmigrazione.it (in Italian) more info for the Tax Code: http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm</p>
<p>IIT, Chicago</p>	<p>International Center IIT</p>	<p>http://web.iit.edu/international-center</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:

<p>I VENEZIA02</p>	<p>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.</p>	<p>Mr. Alessandro D'ESTE servizi.generali@iuav.it</p>	<p>http://www.iuav.it/studenti/servizi-e-polizze/index.htm (in Italian)</p>
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IIT, Chicago	Visiting and exchange students, must participate in the IIT health plan. Research Scholars must provide insurance attestation.	Inbound: icenter@iit.edu Outbound: Melody McCray jack@iit.edu	http://web.iit.edu/shwc/insurance (students) http://web.iit.edu/sites/web/files/departments/international-center/pdfs-new/J1ScholarFormSCLR_2015.pdf (scholars)
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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	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/
IIT, Chicago	Residence and Greek Life office: housing@iit.edu 312.567.6925	Housing.iit.edu

SIGNATURES OF THE INSTITUTIONS (legal representatives)

I VENEZIA02	Prof. Alberto Ferlenga, Rector	6/21/2016	
IIT, Chicago	Frances Bronet, Provost	5/19/2016	