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**Students and Staff Exchange Programme
 between
 Università Iuav di Venezia, Venice, Italy
 and
 Universidade Federal de São Carlos, São Carlos, State of São Paulo,
 Brazil
 – Mobility for learners and staff –**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of their programs of internationalization. They commit to respect the quality requirements of their Statutes 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 the activities object of this Agreement.

A. Information about the higher education institutions

Full name of the institution / country	Acronym or city ¹	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
<i>Università Iuav di Venezia</i>	IUAV	Claudia CAPUANO (Ms), Officer	International Mobility Office international@iuav.it t. +39 (0)41 2571739	www.iuav.it
<i>Universidade Federal de São Carlos</i>	UFSCar	Prof. Márcio WEBER PAIXÃO (Mr), Head	International Relations Office https://www.srinter.ufscar.br/ t. +55 16 3351 8402	https://www.ufscar.br/

B. Mobility numbers per 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 [acronym or city of the sending institution]	TO ² [acronym 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 **
IUAV	UFSCar	073	Architecture	2 nd cycle	up to 2 students per 1 term	up to 2 graduate students up to 3 months

		073	Architecture	3 rd cycle	2 Ph.D. up to 3 months	
UFSCar	IUAV		Architecture		up to 2 students per 1 term	up to 2 graduate students up to 3 months
					2 Ph.D. up to 3 months	

Students which would study the full year must arrive at the beginning of the academic year of the hosting Institution.

FROM ⁷ [acronym or city of the sending institution]	TO ⁷ [acronym 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 *
IUAV	UFSCar	073	Architecture	2 professors up to 5 days	1 staff up to 5 days
UFSCar	IUAV		Architecture	2 professors up to 5 days	1 staff up to 5 days

Workshop Mobility

The parties can cooperate in organizing common workshops (upon mutual consent) where participants, students and professors 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 shall inform the incoming students about language courses offered before their arrival and/or during their stays.

Receiving institution [acronym or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
IUAV	Architecture	Italian	Some courses are held in English	B1	B2
UFSCar	Civil Engineering/Architecture	Portuguese	Courses taught by staff mobile participants may be held in English or Spanish	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Respect of fundamental principles and other mobility requirements

Both institutions must:

- 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 universities undertake 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.

² See Common European Framework of Reference for Languages: <http://europa.europa.eu/en/resources/european-language-levels-cefr>

- 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
IUAV	from October to February	from March to July
UFSCar	from March to July	from August to December

Students who would apply for the full year must arrive at the beginning of the academic year at the Hosting University.

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

Receiving institution	1st term	2nd term
IUAV	June 30 th	October 30 th
UFSCar	November 10 th	May 20 th

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 [acronym or city]	Name of the contact person	contact details [e-mail, phone, fax]	website for nomination
IUAV	Ms Paola DE ROSSI Officer, Student Mobility Office	mobilitastudenti@iuav.it t. +39 041 2571403 f. +39 041 2571160	to be asked to mobilitastudenti@iuav.it
UFSCar	Mrs Andréia BUSINARO FORIM, Division of International Academic Mobility	mobilidade- srinter@ufscar.br t. +55 16 3306 6930 / +55 16 3351 8402	https://www.srinter.ufscar. br/en/academic- mobility/study-at-ufscar- 1/bilateral-agreements

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 university.

c) Professors in charge of the mobility

Receiving institution	Professor's name	Contact details
IUAV	Prof. Antonella CECCHI	antonella.cecchi@iuav.it
UFSCar	Prof. Gláucia Maria DALFRÉ	glauucia.dalfre@ufscar.br

The institutions could change the professor 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 [acronym or city]	Office/Person in charge	Contact
IUAV	<i>Area Didattica e Servizi agli Studenti</i> <i>Servizio diritto allo studio</i> Mr. Flavio DAL CORSO	inclusione@iuav.it S. Croce 601, Campo de la lana 30135 Venezia - ITALIA
UFSCar	<i>Secretaria Geral de Ações</i> <i>Afirmativas, Diversidade e Equidade</i> Mr. Sandro Luis MONTANHEIRO FRANCISCHINI	saade@ufscar.br Campus São Carlos, Rodovia Washington Luís, km 235 13565-905 São Carlos (SP) - BRASIL

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 2026-2027, *i.e.*, July 31, 2027. However, in the event of unilateral termination, a notice of at least one academic year should be given, along with return receipt. 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".

g) Settlement of disputes

Questions and disputes arising from the interpretation or execution of this Agreement will be friendly settled by both Parties. In case an amicable solution is not possible, the remaining disputes shall be settled in compliance with principles and rules of International Law, but the Parties may submit to the authorities and/or courts of their respective countries, in accordance with the competence rules in force.

Information

1) Grading systems of the institutions

The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Receiving institution [acronym or city]	Grading and credit information
IUAV	Grades from 18 to 30 <i>cum laude</i> , where 18 is the minimum passing grade. 1 ECTS credit corresponds to 25 hours: 10 hours lectures and 15 hours of individual work. ... ECTS correspond to 1 ... credit.
UFSCar	Grades from 0 to 10 for 1 st study cycle degree programs (undergraduate level), where 6 along with a minimum of 75% of attendance to classes and/or curricular academic activities effectively held is the minimum passing grade. 1 credit corresponds to 15 hours or 18 hours lectures. Levels from E to A for 2 nd and 3 rd study cycle degree programs (graduate level – master's and doctoral degree programs), where C is the minimum passing level. 1 credit corresponds to 15 hours of planned activities: lectures, seminars, lab or field work, individual study or other complementary activities.

2) Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants.

Information and assistance can be provided by the following contact points and information sources:

Institution [acronym or city]	Contact details (e-mail, phone)	Website for information
IUAV Before departure towards Italy students must ask information	Consulado Geral da Itália em São Paulo	https://conssanpaolo.esteri.it/consolato_sanpaolo/pt/i_servizi/per_i_cittadini/per-chi-si-reca-in-italia

to Italian Embassy in their Home Country	<i>Av. Paulista 1963, Bela Vista</i> 01311-300 São Paulo (SP) - BRASIL	
UFSCar	<i>Consolato-Generale del Brasile a Milano</i> Corso Europa 12 20122 Milano - ITALIA	https://www.gov.br/mre/pt-br/consulado-milao

3) Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants.

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 [acronym or city]	Recommendation	Contact details (e-mail, phone)	Website for information
IUAV	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	amministrazione.areatecnica@iuav.it	http://www.iuav.it/studenti/servizi-e-polizze-as/index.htm (in Italian)
UFSCar	Incoming mobile participants are required to take out private medical and health insurance featuring coverage against personal accidents, and medical and mortal remains repatriation, as well as a civil liability insurance before leaving their home Country	mobilidade-srinter@ufscar.br srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements

4) Housing

The receiving institution will guide incoming mobile participants in finding accommodation. Information and assistance can be provided by the following persons and information sources:

Institution [acronym or city]	Contact details (e-mail, phone)	Website for information
IUAV Iuav has not a dormitory.	Esu Venezia: claudia.grespi@esuvenezia.it	Esu Venezia web page: http://www.esuvenezia.it/

For accommodation incoming students must arrange well in advance themselves with hostels or private apartments/room	Iuav Social Housing: housing@iuav.it	http://www.iuav.it/INTERNATIO/STUDENT-LI/housing/index.htm
UFSCar UFSCar has not a dormitory. For accommodation incoming students must arrange well in advance themselves with hostels or private apartments/room	mobilidade-srinter@ufscar.br srinter@ufscar.br	https://www.srinter.ufscar.br/en/useful-information/where-to-live https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [acronym or name and city]	Name, function	Date	Signature	Seal
IUAV	Prof. Benno ALBRECHT, Rector			I - - - U - - - A - - - V
UFSCar	Prof. Ana Beatriz DE OLIVEIRA, Rector			