

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

**Inter-institutional agreement 2014-2021
 between institutions from
 programme and partner countries**

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 or city ¹	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Università Iuav di Venezia / Italy	I VENE-ZIA02	Mrs Claudia CAPUANO, International Affairs Office, Officer	international@iuav.it t. +39 041 257.1739/1403 f. +39 041 2571160 skype: iuav.international	www.iuav.it
Universidad Mayor / Chile	U MAYOR	Mr Rene Lara, Relaciones Internacionales de Universidad Mayor, director	rene.lara@umayor.cl t: 56-2-2328 1125/ 56-2-2328 1059 / 56-2-2328 1064	www.umayor.cl

¹ 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.

As for no Architecture Double Degree Exchange:

No Double Degree study plan is supposed to last one semester. Students are allowed to choose courses and lectures from any Iuav department (Architecture, Urban Planning, Visual Arts, Design, Fashion, Theatre). UB and IUAV are not responsible to find an Institution for the Internship. However, they will provide a list with possible professional studios interested in accepting internships.

B. Students' mobility (NO Double Degree) per academic year

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [International ISCED code]	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*
I VENEZIA02	U MAYOR	073	Architecture Urban Planning	2 nd cycle	up to 3 students per 1 semester for NON Double Degree Program	up to 3 students per minimum 2 months
		021	Arts & Design			
U MAYOR	I VENEZIA02	073	Architecture Urban Planning	2 nd cycle = VII-X semester	up to 3 students per 1 semester for NON Double Degree Program	up to 3 students per minimum 2 months
		021	Arts & Design			

As for Architecture Double Degree Exchange:

Students who want to study for the double degree program must arrive in the hosting Institution at the beginning of the academic year.

In order to obtain a Double Degree, U Mayor students will have to enroll and attend the courses of the 2nd year of one of the *Laurea Magistrale in Architettura* (LM4) degrees active / available at Iuav in the academic year at their arrival.

In order to obtain a Double Degree, Iuav students will have to enroll at the IX semester of the Facultad Arquitectura, Diseño y Construcción, CMY profesional (5° year/ semester X and XI to develop their thesis project)

					Number of student mobility periods	
FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [International ISCED code]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
I VENEZIA02	U MAYOR	073	Architecture	2 nd cycle semesters III and IV	up to 2 students per 1 academic year for Double Degree Program	up to 2 students per minimum 2 months during the 12 months scheduled for Double Degree
U MAYOR	I VENEZIA02	073	Architecture	5 th year semesters X and XI	up to 2 students per 1 academic year for Double Degree Program	up to 2 students per minimum 2 months during the 12 months scheduled for Double Degree

				Number of staff mobility periods	
FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED code]	Subject area name *	Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training*
I VENEZIA02	U MAYOR	073	Architecture and Urban Planning	up to 2 teachers for 15 days per academic year	1 staff per 1 week in the academic year
		021	Arts & Design		
U MAYOR	I VENEZIA02	073	Architecture and Urban Planning	up to 2 teachers for 15 days per academic year	1 staff per 1 week in the academic year
		021	Arts & Design		

Workshop Mobility:

The parties can cooperate in organizing common didactic workshops (upon mutual consent) where participants, students and teachers can come/go from/to Università Iuav di Venezia and/or from/to Universidad Mayor. 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 inform the incoming students about language courses offered before their arrival and/or during their stays.

Receiving institution [Erasmus code 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]
I VENEZIA02		Italian	some courses are in English	B1	B2
U MAYOR		Spanish	some courses might be 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**³ 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:

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

³ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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. Incoming students registered at Iuav for the Double Degree Programme, to obtain the Diploma at the end of the study period, must pay taxes required by Italian Government. (See "During and After the Mobility")
- Provide scholarships to exchange students/staff, if higher education institutions obtain grants from European Union, University Ministries, Public and/or Private organizations.

If they receive no grants, the costs of visas, insurance, travel, housing and other costs of life in the foreign country are the student/staff's responsibility.

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.
- To obtain the double degree diploma, incoming students to Iuav are required:
 - to pay taxes required by Italian Ministry of University;
 - to deliver/send a copy of the thesis;
 - to provide for double degree administrative requirements by Iuav University (included AlmaLaurea)
- To obtain the double degree diploma, incoming students to U MAYOR are required:
 - to deliver/send a copy of the thesis
 - to provide for double degree administrative requirements by MAYOR University (complete description of all classes taken by the incoming students, including credits and hours of each)
 - Finish and present the Professional Internship report

E. Any additional requirements

Double Degree students from Iuav must arrive to the host University one month before courses start. Iuav students are recommended to arrive to U MAYOR no later than the 2nd Monday of February.

F. Study Plan

For each student, a detailed study plan must be approved by both didactic supervisors at IUAV and U MAYOR. This plan will not include redundant courses and will be registered in a Learning Agreement. Any modification to the approved plan of study will be registered in the student's change of learning agreement.

As for no Architecture Double Degree Exchange:

No Double Degree study plan is supposed to last one semester. Students are allowed to choose courses and lectures from any Iuav department (Architecture, Urban Planning, Visual Arts, Design, Fashion, Theatre). U MAYOR and IUAV are not responsible to find an Institution for the Internship. However, they will provide a list with possible professional studios interested in accepting internships.

As for Architecture Double Degree Exchange:

The Double Degree study plan must be completed in one academic year including traineeship. The host university reserves the right to suspend the enrolment at the Double Degree Programme to a student with deficient academic results. In the case that one student fails one or more courses, he/she should return and finish his/her courses at the home university. All courses and credits accumulated by the student at the host university will be recognized at the home university.

STUDENTS FROM	Academic year that must be attended at the hosting university	Minimum and compulsory study plan required for the double degree Program	
U MAYOR	2 nd year of the Laurea Magistrale in Architecture at Iuav	2 Design studios (one per semester); 1 up to 2 theoretical courses (lectures); 1 up to 2 elective single courses. On request official internship will grant ECTS credits ⁴ . No credits will be given for research thesis	At least 50 ECTS credits / 5-6 exams
IUAV	5 th year of the Facultad Arquitectura, Diseño y Construcción	-1 design studio Taller Integrado de Titulación (Upon finishing all courses, the student has to inscribe their Proyecto de Título at the School's Director office) -Estructuras Especiales -Investigación -Minimum 2 elective single courses to be selected from the totality of the courses offered by the program. Ideally these elective courses should be the terminal courses of each academic line, like (Teoría y Crítica de la Arquitectura, Diseño Bioclimático, Diseño Energético, Edificación de Alto Desempeño sistemas de representación II, gerencia de proyectos,). Proyecto Final; 300 hours internship in architecture, equivalent to one full month of work (Práctica de Titulación).	Total 5-6 exams + internship (mandatory)

UMAYOR Double Degree students (hosted at Iuav) will discuss their thesis at the Home University and the discussion might be done through skype connection between the universities. After discussion, Iuav is supposed to receive from UMAXOR the certificate of the degree and the final Transcript of Records, so that Iuav can acknowledged Chilean degree and deliver Italian degree to UMAXOR new graduates.

Iuav Double Degree students (hosted at UMAXOR) will discuss their thesis at the Host University and the

⁴ UMAXOR and IUAV are not responsible to find an Institution for the Internship. However, they will provide a list with possible professional studios interested in accepting internships.

discussion might be done through skype connection between the universities. After discussion, Iuav is supposed to receive from UMayor the certificate of the degree and the final Transcript of Records, so that Iuav can acknowledged Chilean degree and deliver Italian degree to IUAV new graduates.

G. Students' selection and nomination

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.

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	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
UMAYOR	Mr Rene Lara, Dirección Relaciones Internacionales	rene.lara@umayor.cl t: 56-2-2328 1125/ 56-2-2328 1059 / 56-2-2328 1064	https://docs.google.com/forms/d/1vQ1ksiwqluuvSWLmWGe6U4xb1WX44hol5T9ILLcdrg0/edit

H. Calendars

1. Academic calendar:

Receiving institution [Erasmus code or city]	1st term	2nd term
I VENEZIA02	from October to January	from February to July
U MAYOR	from March to July	from August to December

Students who want to study for the Double Degree Program 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:

Receiving institution	1 st term or full year*	2 nd term*
I VENEZIA02	30 th June	30 th October
U MAYOR	30 th November	30 th May

[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].*

I. 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. 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 1st September 20xx will only take effect as of 1st 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".

J. Teachers in charge of the mobility

Receiving institution	Teacher's name	Contact details
I VENEZIA02	Prof. Esther Giani	giani@iuav.it
UMAYOR	Prof. Sebastian Cifuentes	sebastian.cifuentes@umayor.cl

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.

K. 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
U MAYOR	Director of the School of Archi- tecture Mr. Jorge Hoehmann International Relations coordi- nator Mr. Sebastián Cifuentes	Portugal 351, 8330231 Santiago. Chile Jorge.Hoehmann@umayor.cl Sebastian.cifuentes@umayor.cl

L. Information

1. Grading and credit systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. The statistical distribution will be available on the website of the receiving institution or provided by 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 [Erasmus code or city]	Grading and credit information
I VENEZIA02	<p>Grades from 18 to 30 cum laude, where 18 is the minimum passing grade.</p> <p>1 credit ECTS corresponds to 1 CFU that is 25 hours: 10 hours lectures and 15 hours of individual work.</p> <p>1.5 ECTS correspond to 2 UMAXOR credits</p>
U MAYOR	<p>A grading scale of 1 to 7 is used in the Chilean Education System 1 to 3.9 = below average or failing; 4 to 4.9 = average or satisfactory; 5 to 5.9 = above average or good; 6 to 7 = excellent to outstanding.</p> <p>2 UMAXOR credits correspond to 1.5 ECTS</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:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
<p>I VENEZIA02</p> <p>Before departure towards Italy students must ask information to Italian Embassy in your Home Country</p> <p>If you are requesting a permit to stay for study purposes: make your request at the Immigration Office (<i>Sportello unico per</i></p>	<p>Polizia di Stato - Questura - Ufficio</p> <p>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>

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

<p><i>l'Immigrazione</i>) at the Questura (Police Headquarters) where you make your request for entry and living (<i>domanda di ingresso</i>) 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>UMAYOR</p> <p>Before departure towards Chile students must ask for information to the Chilean Embassy located in Rome.</p> <p>The documents requested to apply for a student visa in Chile are:</p> <ul style="list-style-type: none"> -Complete respective form -Official medical form, stamped and signed from a medical center, private clinic or hospital. -Academic transcript of classes and grades -Simplified resume (no more than 2 pages). -Simple passport photocopy or national photo ID -Other documents specified by the university. 	<p>Viale Liegi 23 00198 Roma, Italia.</p> <p>Phone number: 0039 - 06 - 8841449 Fax: 0039 - 06 - 8412348</p> <p>Email: roma@consulado.gob.cl</p>	<p>http://chileabroad.gov.cl/italia/ http://chileabroad.gov.cl/roma/sobre-el-consulado/objetivos-y-funciones-del-consulado/</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)	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	Mr. Alessandro D'ESTE servizi.generali@iuav.it	http://www.iuav.it/studenti/servizi-e-/polizza-as/index.htm (in Italian)

	Italy. However, Iuav provides for accidents and damage insurance during the academic activities of outbound and incoming student/staff.		
U MAYOR	Non-Chilean 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 Chile. However, U MAYOR provides for accidents and damage insurance during the academic activities of outbound and incoming student/staff.	Mr. René Lara Rene.lara@umayor.cl t: 56-225189951/ 56-225189975 / 56-225189974	http://www.umayor.cl/um/rrii/rrii-informacion-estudiante-extranjeros (in Spanish)





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 (e-mail, phone)	Website for information
I VENEZIA02 For accommodation incoming students must arrange well in advance themselves with hostels or private apartments.	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/
U MAYOR For accommodation incoming students must arrange well in advance themselves with hostels or private apartments.	Mr. René Lara is the Director of International Relations, and the person in charge of providing all incoming students with housing, which is an extensive list of contacts that will be provided along with other important information	http://www.chileinside.cl/en/extras/housing-in-chile http://www.housinginchile.cl/ingles/accommodation.htm http://erasmusu.com/en/erasmus-santiago/student-housing

SIGNATURES OF THE INSTITUTIONS (Legal Representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature	Seal
I VENEZIA02	Alberto FERLENGA, Rector	03 DIC 2015		
U MAYOR	Rubén COVARRUBIAS GIORDANO, Rector			

**Renovación del Convenio de Intercambio de Estudiantes
para el Programa de Doble Grado en Arquitectura
entre
Università Iuav di Venezia, Italia
y
Universidad Mayor, Chile**

CARTA DE INTENCIÓN

The Students exchange agreement for the Double Degree Programme in Architecture binding our Institutions is going to expire. It has been stipulated in 2016 with a validity until the academic year 2020/2021.

Considering the fruitful relationships spent over the years, the Università Iuav di Venezia agrees to renew the Agreement with the Universidad Mayor, without modifying the terms and conditions stated in the expiring document.

However, if during the years have been agreed changes respect of the mentioned Agreement, updated information (e.g. the teacher in charge of the exchanges or the No of students and any other necessary updating) will be given to the other Party by written.

The renewed agreement is in force from the last signature on this Letter of Intent and lasts until the academic year 2021/2027.

The parties may terminate the relationship before its regular deadline by giving six (6) months' written notice; all ongoing activities are effective until their natural end.

Università Iuav di Venezia
The Rector

Prof. Alberto Faré
Firmato digitalmente da: Alberto Faré
Organizzazione: UNIVERSITÀ IUAU DI VENEZIA/80009280274
Data: 13/05/2021 13:40:47



Venice, 4 May 2021

Seen and approved by the vice-chancellor for international mobility
on May 3, 2021

El convenio de intercambio de estudiantes para el Programa de Doble Grado en Arquitectura que vincula a nuestras instituciones va a expirar. Ha sido estipulado en 2016 con vigencia hasta el curso académico 2020/2021.

Teniendo en cuenta las fructíferas relaciones desarrolladas a lo largo de los años, la Universidad Mayor se compromete a renovar el Acuerdo con la Università Iuav di Venezia, sin modificar los términos y condiciones establecidos en el documento que expira.

Sin embargo, si durante los años se han acordado cambios con respecto al MoU / Acuerdo firmado, la información actualizada (por ejemplo, el profesor a cargo de los intercambios o el No de estudiantes y cualquier otra actualización necesaria) se entregará a la otra Parte por escrito.

El acuerdo renovado está en vigor desde la última firma de esta Carta de Intenciones y dura hasta el curso académico 2021/2027.

Las partes pueden terminar la relación antes de su fecha límite regular mediante notificación por escrito con seis (6) meses de anticipación; todas las actividades en curso son efectivas hasta su final natural.

Universidad Mayor
The Rector
Mr. Rubén Covarrubias Giordano



Santiago, 7 de mayo de 2021

Visto y aprobado por la Dirección de Relaciones Internacionales de la Universidad Mayor, el 6 de mayo de 2021.