

Erasmus+ Programme

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

**Inter-institutional¹ agreement 2019-20[24]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
East China Normal University	Shanghai	Funa Li Secretary of Foreign Affairs	International Affairs Office of School of Design fnli@design.ecnu.edu.cn t.+86 13472705737	www.design.ecnu.edu.cn

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.

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B. Mobility numbers¹ 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	East China Normal University	073 021	Architecture; Urban Planning; Fashion and Product Design; Communication and Visual Arts	2 nd cycle (Laurea Magistrale)	up to 6 students per 1 or 2 terms/year	up to 3 graduate students per 2 months more
				3 rd cycle (Ph.D.)	Ph.D. per 2 months/year	
East China Normal University	I VENEZIA0 2	073 021	Environmental Design; Fashion Design; Product Design; Visual Arts	1st(Bachelo r), 2nd(Post- graduates)	up to 6 students per 1 or 2 terms/year	up to 3 graduate students per 2 months more

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

[**According to the possibilities of the offices to organize the training of incoming participants.]



¹ 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>)

I VENEZIA02	East China Normal University	073 021	Architecture; Urban Planning; Fashion and Product Design; Communication and Visual Arts	1 teacher per 12 days/year	1 staff per 5 days/year
East China Normal University	I VENEZIA02	073 021	Environmental Design; Fashion Design; Product Design; Visual Arts	1 teacher per 12 days/year	1 staff per 5 days/year

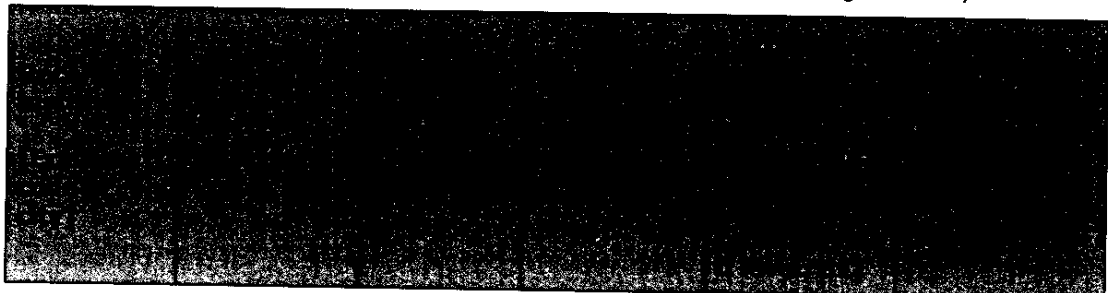
Workshop Mobility

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.

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	073 021	Italian	Some courses are held in English	B1	B2
East China Normal University	073 021	Chinese	English	English B1 no certificate required	English B1/B2 no certificate required

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

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

⁵Erasmus+ 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 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

1. Calendars

Academic Calendar:

I VENEZIA02	from October to February	from March to July
East China Normal University	From September to February	From March to July

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

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

I VENEZIA02	June 30 th	October 30 th
East China Normal University	May 15 th	November 15 th

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

2. 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	mobilita.studenti@iuav.it t. +39 041 2571403 f. +39 041 2571160	http://www.iuav.it/ENGLISH/
East China Normal University	Ms Zhijia Huang	International Students Office of East China Normal University zjhuang@gec.ecnu.edu.cn t.+86-21-62233283 f.+86-21-62238352	http://lxs.ecnu.edu.cn
	Ms Funa Li	International Affairs Office of School of Design fnli@design.ecnu.edu.cn t.+86 13472705737	http://design.ecnu.edu.cn

1. The receiving institution will send its decision within 8 weeks.

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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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

3. Teachers in charge of the mobility

I VENEZIA02	Prof. Maximiliano Ernesto Romero	mromero@iuav.it
East China Normal University	Prof.Xianya Xu	xianyaxu@163.com

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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.

4. Services for Students and Staff with disabilities

I VENEZIA02	Area Didattica e Servizi agli Studenti	inclusion@iuav.it S. Croce 601, Campo de la lana 30135 Venezia - ITALIA
Funa Li	International Affairs Office of School of Design	fnli@design.ecnu.edu.cn t.+86 13472705737 Zhong Shan North Rd 3663, 200062, Shanghai

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5. 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.

6. 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, eventually up to 2024. 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".

7. 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	<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>Approximately 1 ECTS credit corresponds to 1 UBA credit.</p>
East China Normal University	<p>1: In the Chinese grading system, the full score is 100;</p> <p>2: Percentage converting into corresponded specification on letter system: A:90-100; B:80-89; C:70-79; D:60-69; E:0-59; 60 is the passing score.</p> <p>3: In China education system, 1 credit stands for 18 contact hours in class excluding the practice hours off the class and each 1 credit requires at least 32 hours off the class.</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:

<p>I VENEZIA02</p> <p>Before departure towards Italy students must ask information to Italian Embassy in her/his Home Country.</p>		<p>http://www.esteri.it/visti/index_eng.asp</p>
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F. 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:

<p>I VENEZIA02</p> <p>For accommodation incoming students must arrange well in advance themselves with hostels or private apartments/room.</p>	<p>Esu Venezia: claudia.grespi@esuvenezia.it</p>	<p>Esu Venezia web page: http://www.esuvenezia.it/</p>
<p>East China Normal University</p> <p>Depending on accommodation's availability, East China Normal University could provide accommodation to foreign students. For more information, please find on the website.</p>	<p>Bakeca.it</p> <p>lx@ecnu.edu.cn</p>	<p>Bakeca web page: for rooms: http://venezia.bakeca.it/annunci/offro-camera/luogo/Venezia/ for apartments: http://venezia.bakeca.it/annunci/offro-casa/luogo/venezia/</p> <p>http://lx.ecnu.edu.cn/EN/list.php?id=12</p>

G. Additional regulations

8. Dispute settlement

The parties agree to make all efforts to settle any disagreements that could arise from the fulfilment of the present agreement. If it is not feasible to provide a mutually agreed solution to such issues, they will be subject to the final decision of an ad hoc committee that will be composed of one member appointed by each of the parties, and a third party jointly nominated.

9. Intellectual property

East China Normal University	European students must contact the Chinese Embassy Consulate in their city of residence to check on visa requirements for a study period in China	http://lxs.ecnu.edu.cn/EN/msg.php?id=130
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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:

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 Italy. However, Iuav provides for accidents and damage insurance during the academic activities of outbound and incoming student/staff.	servizi.generali@iuav.it	http://www.iuav.it/studenti/servizi-e-/polizza-as/index.htm (in Italian)
East China Normal University	Subject to the regulations of the China Ministry of Education and ECNU, in order to guarantee the safety of international students during their stay in China, it is required that all international students studying at ECNU must purchase Comprehensive Insurance & Protection for Foreigners staying in China offered by Ping'An Annuity Insurance Company when doing on site registration.		http://en.lxbx.net

The provisions on intellectual rights shall be duly established in the corresponding specific agreements.

10. Confidentiality

Both parties will agree on the limits of confidentiality in the specific agreements which might be signed within the framework of this agreement. In addition, and in the event that confidential information is exchanged as a result of the established bonds, the parties agree on the non-disclosure and reserve of the methodological and scientific aspects pointed out as confidential by the parties, while this agreement is in force.

11. Individuality and autonomy

The current Agreement does not imply further links between the parties other than the rights and obligations included in it, keeping each party its individuality and autonomy.

12. Non-exclusivity

The existence of the current Agreement does not limit in any way the right of the parties to celebrate similar agreements with other institutions.

13. Use of the logo

In any activities to be developed in the framework of this Agreement and/or its specific agreements, when relevant, the logo and/or isotype of both institutions shall be used, in accordance with their legislation.

14. Legal address

It is established that for the validity of any legal and administrative notification the legal address of the East China Normal University, Zhong Shan North Rd 3663, 200062, Shanghai
 The University of IUAV establishes its legal address in Tolentini, Santa Croce, 191, 30135 Venezia, Italia.

15. Validity and termination

This agreement will be in force for five (5) years from the date of its signature and its ratification by the corresponding authorities.

This agreement may be extended, provided the parties express their willingness to do so in writing, at least 6 months prior to the expiring date.

Nevertheless, either party may announce its intention to terminate this agreement unilaterally, without expression of cause, upon one month (30 days) written notice.

This does not entitle the parties to claim any reparation or compensation of any kind.

The ongoing activities will be completed within a year after the termination announcement, or within the limits permitted by the financial contribution made.

Both parties express their full compliance with each and every clause of this agreement and in acceptance they sign four (4) copies, with the same content and to only one effect.

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature	Stamp

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East China Normal University	Prof. Qian Xuhong, President		

