

Erasmus+ Programme

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

**Inter-institutional<sup>1</sup> agreement 2014-2021**  
**between institutions from**  
**programme and partner countries**

**[Minimum requirements]<sup>2</sup>**

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 <sup>3</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Università Iuav di Venezia / Italy	I VENEZIA02	Mrs Claudia CAPUANO, International Affairs Office, Officer	<a href="mailto:international@iuav.it">international@iuav.it</a> t. +39 041 2571739 f. +39 041 2571160 skype: iuav.international	<a href="http://www.iuav.it">www.iuav.it</a>
Harbin Institute of Technology Shenzhen Graduate School/ China	SHENZHEN	Ms Bingbing HUANG International Office, International Coordinator	<a href="mailto:nicole@hitsz.edu.cn">nicole@hitsz.edu.cn</a> t. +86 755 26033075 f. +86 755 26033457	<a href="http://www.hitsz.edu.cn">www.hitsz.edu.cn</a>

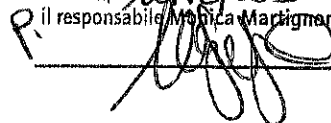
<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+. Higher education institutions located in Partner Countries should mention the city where they are located.

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code in this agreement. Partner Countries HEI should mention the city where they are located.

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Venezia, 10/12/2015  
il responsabile Monica Marzigan

P. 



**B. Mobility numbers<sup>4</sup> 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.]

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCE D 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> , 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* [Not relevant for 2015]
I VENEZIA02	SHENZHEN	0731	Architecture and Town Planning Urban Planning	2 <sup>nd</sup> cycle graduate students	up to 3 students x 6 months = total 18 months	Up to 3 graduate students according to the possibilities of the offices to organize the training of incoming people
SHENZHEN	I VENEZIA02	0731	Architecture and Town Planning Urban Planning	2 <sup>nd</sup> cycle graduate students	up to 3 students x 6 months = total 18 months	
FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCE D 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> , 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* [Not relevant for 2015]

<sup>4</sup> 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	SHENZHEN	0731	Architecture and Town Planning Urban Planning	3 <sup>rd</sup> cycle (PhD)	up to 2 phd x 6 months = total 12 months	Up to 2 phd according to the possibilities of the offices to organize the training of incoming people
SHENZHEN	I VENEZIA02	0731	Architecture and Town Planning Urban Planning	3 <sup>rd</sup> cycle (PhD)	up to 2 phd x 6 months = total 12 months	

[\*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.]

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
I VENEZIA02	SHENZHEN	0731	Architecture and Town Planning Urban Planning	up to 1 teacher per 60 days/year	up to 1 administrative per 60 days/year
SHENZHEN	I VENEZIA02	0731	Architecture and Town Planning Urban Planning	up to 1 teacher per 60 days/year	up to 1 administrative per 60 days/year

### 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.

Receiving institution [Erasmus]	Optional: Subject area	Main language of instruc- tion	Additional language of instruction	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for	Staff Mobility for Teaching

<sup>5</sup> See Common European Framework of Reference for Languages:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



code or city]				Studies [Minimum recommended level: B1]	[Minimum recommended level: B2]
I VENEZIA02	Architecture and Town Planning  Urban Planning	Italian	some courses are taught in English	B1	B2
SHENZHEN	Architecture and Town Planning  Urban Planning	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**<sup>6</sup> 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](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

<sup>6</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



- 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.

#### D. **Any additional requirements**

*[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

#### 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.



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	<a href="mailto:mobilitastudenti@iuav.it">mobilitastudenti@iuav.it</a> t. +39 041 2571403 f. +39 041 2571160	<a href="https://docs.google.com/a/iuav.it/spreadsheets/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0">https://docs.google.com/a/iuav.it/spreadsheets/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0</a>
SHENZHEN	Assoc. Prof. Xiangmin Guo Assoc. Prof. Hang Ma	<a href="mailto:24904404@qq.com">24904404@qq.com</a> <a href="mailto:xiangminguo@gmail.com">xiangminguo@gmail.com</a> t. +86 136 3257 2636 f. +86 755 2603 3088 <a href="mailto:maemili@126.com">maemili@126.com</a> t. +86 135 1001 8409 f. +86 755 2603 3088	n/p

#### F. Calendars

##### 1. Academic calendar:

Receiving institution [Erasmus code or city]	1st term	2nd term
I VENEZIA02	from October to February	from March to July
SHENZHEN	from September to January	From March to June

Students who 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:

Receiving institution	1 <sup>st</sup> term or full year*	2 <sup>nd</sup> term*
I VENEZIA02	30 <sup>th</sup> June	30 <sup>th</sup> October
SHENZHEN	1 <sup>st</sup> May	30 <sup>th</sup> 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	Teacher's name	Contact details
I VENEZIA02	Prof. Margherita Turvani	<a href="mailto:margherita.turvani@iuav.it">margherita.turvani@iuav.it</a>



		t. +39 041 257 2105 m. +39 335 679 4730 f. +39 041 257 2424
SHENZHEN	Assoc. Prof. Xiangmin Guo  Assoc. Prof. Hang Ma	<u>24904404@qq.com</u> <u>xiangminguo@gmail.com</u> t. +86 136 3257 2636 f. +86 755 2603 3088  <u>maemili@126.com</u> t. +86 135 1001 8409 f. +86 755 2603 3088

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 [Erasmus code or city]	Office/Person in charge	Contact
I VENEZIA02	Area Didattica e Servizi agli Studenti Front Office Mr Federico FERRUZZI	<u>front-office@iuav.it</u> S. Croce 601, Campo de la lana 30135 Venezia - ITALIA
SHENZHEN	Ms Bingbing Huang, International Office, International Coordinator	<u>nicole@hitsz.edu.cn</u> t. +86 755 26033075 f. +86 755 26033457

#### 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

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional 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."



## K. 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' guide<sup>7</sup>. 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.]*

Receiving institution	Grading and credit information
[Erasmus code or city]	
I VENEZIA02	www.iuav.it 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.
SHENZHEN	Grades from 60 to 100, where 60 is the minimum passing grade. Credit transferring of specific courses in different majors will be listed in detail and signed by the two parties later after teaching program comparison and course matching being done between the two institutions.

### 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	Contact details	Website for information
[Erasmus code or city]	(e-mail, phone)	
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 ( <i>Sportello unico per l'Immigrazione</i> ) at	Polizia di Stato - Questura - Ufficio toll-free number +39 800 309309 (in English)	<a href="http://www.esteri.it/visti/index_eng.asp">http://www.esteri.it/visti/index_eng.asp</a>  <a href="http://www.portaleimmigrazione.it">http://www.portaleimmigrazione.it</a> (in Italian)  more info for the Tax Code: <a href="http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm">http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm</a>

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)





<p>the Questura (Police Headquarters) where you 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>SHENZHEN          Students need an X-visa to study in China, while X1-visa for those with study period less than 180 days, and X2-visa more than 180 days.</p>	<p>Chinese Visa Application Service Centre In Rome:          Call: 06-44250240          Fax: 06-44260770          E-mail: <a href="mailto:Romacentre@visaforchina.org">Romacentre@visaforchina.org</a></p>	<p><a href="http://www.visaforchina.org/ROM_EN/">http://www.visaforchina.org/ROM_EN/</a>  <a href="http://www.visaforchina.org/MIL_EN/">http://www.visaforchina.org/MIL_EN/</a></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	<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>Arch. D'Este            Alessandro            area infrastrutture            fax 041 257 1715  <a href="mailto:servizi.general@iuav.it">servizi.general@iuav.it</a></p>	<p><a href="http://www.iuav.it/studenti/servizi-e/polizza-as/index.htm">http://www.iuav.it/studenti/servizi-e/polizza-as/index.htm</a>            (in Italian)</p>
SHENZHEN	Appropriate medical and	Ms Dan Li	<a href="http://www.hitsz.edu.cn/en">http://www.hitsz.edu.cn/en</a>



	accidental insurance is required for international students who study in China for 6 months or above. They are responsible for their insurance coverage.	<a href="mailto:Linda@hitsz.edu.cn">Linda@hitsz.edu.cn</a>	<a href="/study/p2.php?#6">/study/p2.php?#6</a>
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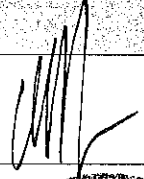
#### 4. Housing

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:

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: <a href="mailto:claudia.grespi@esuvenezia.it">claudia.grespi@esuvenezia.it</a>  Venice hostel: <a href="mailto:info@ostellovenezia.it">info@ostellovenezia.it</a>	Esu Venezia web page: <a href="http://www.esuvenezia.it/">http://www.esuvenezia.it/</a>  Easy Stanza web page: <a href="http://www.easystanza.it/?l=1">http://www.easystanza.it/?l=1</a>  Venice hostel: <a href="http://www.hostelvenice.org/">http://www.hostelvenice.org/</a>
SHENZHEN Harbin Institute of Technology Shenzhen Graduate School	Ms Dan Li <a href="mailto:Linda@hitsz.edu.cn">Linda@hitsz.edu.cn</a>	<a href="http://www.hitsz.edu.cn/en/study/p2.php7#4">http://www.hitsz.edu.cn/en/study/p2.php7#4</a>

#### SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
I VENEZIA02	Alberto Ferlenga, Rector	22 OTT 2015	
SHENZHEN	Yingxue Yao, Rector	2015-10-9	