



Erasmus+ Programme

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

Inter-institutional¹ 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 embed the principles and 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 ²	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	international@iuav.it t. +39 041 2571739 f. +39 041 2571160 skype: iuav.international	www.iuav.it
Kogakuin University School of Architecture	KU	Academic contact: Professor Kiyohide SAWAOKA	sawaoka@cc.kogakuin.ac.jp t.+81-3-3340-3641	http://www.kogakuin.ac.jp/english/about/index.html

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 (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.



B. Mobility numbers³ 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 * [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 number of months of the study periods or average duration*]	Student Mobility for Traineeships*
I VENEZIA02	KU		architecture / urban planning	2 nd cycle (graduate degree)	up to 4 students per 6 months each	1 student per 2 months at least
				3 rd cycle (Doctorate /PHD degree)	1 x 3 months	
KU	I VENEZIA02		architecture / urban planning	2 nd cycle (graduate degree)	up to 4 students per 6 months each	1 student per 2 months at least
				3 rd cycle (Doctorate /PHD degree)	1 x 3 months	

*KU 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.

³ 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>)



FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [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	KU		architecture / urban planning	1 teacher x 12 days	1 staff x 5 days
KU	I VENEZIA02		architecture / urban planning	1 teacher x 12 days	1staff x 5 days

Workshop Mobility:

The parties can cooperate in organizing common workshops where participants, students and teachers can come/go from/to Università Iuav di Venezia and/or from/to Kogakuin University. The coordinators will be responsible for the organization and the number of participants of the common workshops.

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 instruc- tion	Additional language of instruction	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I VENEZIA02		Italian	some courses are taught in English	B1	B2
KU		Japanese	some courses	B1	B2

⁴ See Common European Framework of Reference for Languages:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



			are taught in English		
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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 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

⁵ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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. 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
KU	Professor Kiyohide SAWAOKA	sawaoka@cc.kogakuin.ac.jp t.+81-3-3340-3641	

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
KU	From April to July	From September to February



Students which 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 st term or full year*	2 nd term*
I VENEZIA02	30 th June	30 th October
KU	The end of the third week of November	The end of the third week of June

[* 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. Matteo Dario PAOLUCCI	dariopaolucci@iuav.it
KU	prof. Kiyohide SAWAOKA	sawaoka@cc.kogakuin.ac.jp

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	front-office@iuav.it S. Croce 601, Campo de la lana 30135 Venezia - ITALIA
KU	Present infrastructures do not allow to welcome students and teachers with heavy disabilities	

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

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' guide⁶. 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 [Erasmus code or city]	Grading and credit information
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. 1 ECTS corresponds to 1 KU credit.
KU	15 hours of lecture is counted as 1 credit. 30 hours of studio work, laboratory work and practical training is counted 1 credit. 30 hours of studio work. 1 KU credit corresponds to 1 ECTS credit. Grading system: S=Excellent (100-90) A=Good (89-80) B=Fair (79-70) C=Minimum Passing (69-60). The minimum passing mark is 60.

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm



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>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 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>Polizia di Stato - Questura - Ufficio 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>
<p>KU</p> <p>If you are requesting a permit to stay for study purposes in Japan make your request to the Ambasciata del Giappone in Italia</p>	<p>Ambasciata del Giappone in Italia</p> <p>Tel: (+39) 06-487-991 Fax: (+39) 06-487-3316 Orario al pubblico (Sezione Consolare) 9:30-12:45 / 14:15-16:30 (lun~ven) (in Italian)</p> <p>Educational Affairs Office kyomu@sc.kogakuin.ac.jp</p>	<p>VISA / Residing in Japan http://www.mofa.go.jp/j_info/visit/visa/#section8</p> <p>VISA / Residing in Japan > Work or Long-term stay > General visa: Student http://www.mofa.go.jp/j_info/visit/visa/long/visa6.html</p> <p>Immigration Procedures Guidebook: http://www.immi-moj.go.jp/english/tetuduki/index.html</p> <p>Ambasciata del Giappone in Italia: http://www.it.emb-japan.go.jp/index.htm</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>Mr. Alessandro D'ESTE servizi.generali@iuav.it</p>	<p>http://www.iuav.it/studenti/servizi-e-/polizza-as/index.htm (in Italian)</p>
KU	<p>Incoming students are required to get private medical, health, accidents and damage insurance before leaving their home country. After entering KU, they also need to take out the insurance to appoint of KU.</p>	<p>Student Support Section ryugakusei@sc.kogakuin.ac.jp</p>	<p>Guide to Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai): http://www.jees.or.jp/gakken/sai/docs/publish/2015gaikokugo_chohyo/2015gakkensai2000_goannai_english.pdf Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research (PAS): http://www.jees.or.jp/gakken/sai/docs/publish/2015gaikokugo_chohyo/2015gakkensai2000_shiori_english.pdf Guide to Liability Insurance coupled with PAS</p>



			<p>(Gakkenbai): http://www.jees.or.jp/gakkenbai/docs/publish/2015gaikokugo_chohyo/2015bai_goannai_english.pdf Handbook for Enrollment of Liability Insurance coupled with PAS: http://www.jees.or.jp/gakkenbai/docs/publish/2015gaikokugo_chohyo/2015bai_shiori_english.pdf</p>
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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.

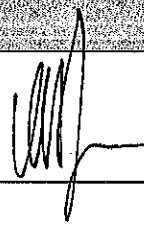



Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
<p>I VENEZIA02 doesn't provide campus. For accommodation incoming students must arrange well in advance themselves with hostels or private apartments.</p>	<p>Esu Venezia: claudia.grespi@esuvenezia.it</p> <p>Venice hostel: info@ostellovenezia.it</p>	<p>Esu Venezia web page: http://www.esuvenezia.it/</p> <p>Easy Stanza web page: http://www.easystanza.it/?l=1</p> <p>Venice hostel: http://www.hostelvenice.org/</p>
<p>KU doesn't provide dorms on campus. For accommodation incoming students must arrange well in advance themselves with International Student Dorms, private apartments or share house. If there is a request, KU can introduce an appropriate real estate company.</p>	<p>Kyoritsu International Foundation t.+81-3-5295-0205 f.+81-3-5295-0206 https://secure.kyoritsugroup.co.jp/kif-org/cgi-bin/mailform.cgi</p> <p>mini-mini t.+81-36718-1576 https://minimini.jp/h/guesthouse/english/form/index.php</p> <p>Leopalace 21</p>	<p>Kyoritsu International Foundation's International Student Dorms (Gakushu Shorei Ryo) : http://www.kif-org.com/dormitory/english.html</p> <p>Kyoritsu International Foundation's Tsutsuji-ga-oka Boys' Student Dormitory: http://www.kif-</p>



	<p>http://en.leopalace21.com/contact/</p> <p>Sakura House info@sakura-house.com (For general questions) request@sakura-house.com (For reservations)</p> <p>KU Student Support Section ryugakusei@sc.kogakuin.ac.jp</p>	<p>org.com/placehall/e03.html</p> <p>mini-mini: Apartments and Guest Houses for Foreigners and Exchange Students http://minimini.jp/h/guesthouse/english/</p> <p>Leopalace 21: http://en.leopalace21.com/</p> <p>Sakura House: http://www.sakura-house.com/en</p>
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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		
KU	Mitsuru ^{nobu} SATO President Kogakuin University	19 Feb, 2016		

**Renewal of the Erasmus Students Exchange Agreement and
of the Agreement for Academic Exchange
between
Università Iuav di Venezia | IUAV | Venice | Italy
and
Kogakuin University – School of Architecture | Tokyo | Japan**

LETTER OF INTENT

La convenzione Erasmus per lo scambio di studenti e l'Accordo quadro sottoscritti tra le nostre Istituzioni stanno scadendo o sono già scaduti. Entrambi sono stati stipulati il 19 febbraio 2016 con validità fino all'anno accademico 2020/2021.

The Erasmus students exchange Agreement and the Agreement for Academic Exchange binding our Institutions are going to expire or have already expired. Both have been stipulated on February 19, 2016 with validity until the academic year 2020/2021.

Tenuto conto degli scambi proficui durante questi anni, l'Università Iuav di Venezia concorda di rinnovare gli Accordi con Kogakuin University – School of Architecture, senza modificare i termini e le condizioni stabilite nei documenti in scadenza.

Considering the fruitful relationships spent over the years, the Kogakuin University – School of Architecture agrees to renew the Agreements with the Università Iuav di Venezia, without modifying the terms and conditions stated in the expiring documents.

Tuttavia, se nel corso degli anni sono stati necessari cambiamenti rispetto alla convenzione firmata (es. cambio del docente tutor o il n. degli studenti in scambio e ogni altro aggiornamento), le informazioni aggiornate saranno date all'altra Parte per iscritto.

However, if during the years have been agreed changes respect of the signed 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.

Gli accordi rinnovati sono validi dall'ultima firma su questa Lettera d'Intenti e fino all'a.a. 2026/2027.

The renewed agreements enter in force from the last signature on this Letter of Intent and lasts until the academic year 2026/2027.

Le Parti possono terminare la relazione prima della regolare scadenza a mezzo avviso scritto con un anticipo di sei (6) mesi; tutte le attività in corso restano valide fino la loro naturale scadenza.


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

Università Iuav di Venezia
Il Rettore
Prof. Alberto Parlenga



Venezia, 20 July, 2021

Kogakuin University – School of Architecture


Tokyo, 16 August, 2021

Visto e approvato dal Senato Accademico
il 19 maggio 2021

Seen and approved by
on