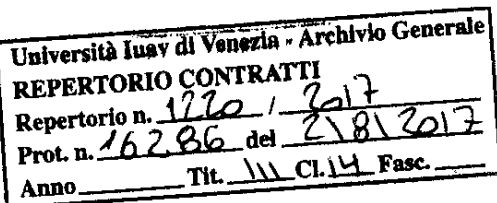


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Università Iuav
di Venezia



Erasmus+ Programme

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

**Inter-institutional¹ agreement 2014-20[21]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

Full name of the Institution / Country	HEI Code	Name of the Contact Person	Contact details (Email, phone)	Website (http://...)
Università Iuav di Venezia	I VENEZIA 02	Claudia CAPUANO (Ms), Officer	International Affairs Office international@iuav.it t. +39 (0)41 2571739 f. +39 (0)41 2571160	www.iuav.it
Sungkyunkwan University	Suwon	HoJun SEO(Mr), Officer	Office of the College of Engineering t. +82 (0)31 2905834 f. +82 (0)31 2905839	http://www.skku.edu/eng
	Seoul	EunHye LEE(Ms), Officer	Office of the College of Art t. +82 (0)2 7600905 f. +82 (0)2 7600900	

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.

⁴ 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 numbers⁵ 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.]

Origin Institution	Year of the Agreement	Study Level	Subject	Study Cycle	Number of Students per Year	Number of Graduate Students per Year
I VENEZIA02	SKKU, Seoul, Suwon	073 021	Architecture; Arts and Design	2 nd cycle (Laurea Magistrale)	up to 4 students per 1 or 2 terms/year	up to 2 graduate students per 2 months more
		073 021	Architecture; Arts and Design	3 rd cycle (Ph.D. studies)	1 Ph.D. up to 3 months/year	
SKKU, Seoul&Suwon	I VENEZIA02	073 021	Architecture; Arts and Design	1 st cycle (year 4 & 5 of Bachelor), 2 nd cycle (Master)	up to 4 students per 1 or 2 terms/year	up to 2 graduate students per 2 months more
				3 rd cycle (Ph.D. studies)	1 Ph.D. up to 3 months/year	

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

SKKU students must enroll and study in SKKU campus in their last semester before their graduation.

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

⁵ 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>)

Receiving Institution	Sending Institution	Subject	Number of Teachers	Number of Staff
I VENEZIA02	SKKU, Seoul	073 021 Architecture; Arts and Design	1 teacher per 12 days/year	1 staff per 5 days/year
SKKU, Seoul	I VENEZIA02	073 021 Architecture; Arts and Design	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.

Receiving Institution	Language	Language Proficiency	Language Proficiency
I VENEZIA02	Italian	Some courses are held in English	English B1, English B2
SKKU,	Korean	Some courses	English B1, English B2

⁶ See Common European Framework of Reference for Languages <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Seoul & Suwon			are held 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**⁷ 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.

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organizational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

a) **Calendars**

1. Academic Calendar:

Receiving Institution	Academic Year	Study Period
I VENEZIA02	from October to February	from March to July
SKKU, Seoul & Suwon	from September to December	from March to June

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

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

Receiving Institution	Application Date	Study Period
I VENEZIA02	June 30 th	October 30 th
SKKU, Seoul & Suwon	May 20 th	November 20 th

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

b) Students' selection and nomination

Students must be selected and nominated by their home University. Then each university will provide the application form and the compulsory additional documents that students must enclose.

Receiving Institution	Teacher in Charge	Contact Details	Website for Information
I VENEZIA02	Ms Paola DE ROSSI Officer, Student Mobility Office	mobilitastudenti@iuav.it t. +39 041 2571403 f. +39 041 2571160	to be asked to mobilitastudenti@iuav.it
SKKU, Seoul & Suwon	Myung Bo SHIM(Mr), Officer The Office of International Affairs	shimb09@skku.edu t. +82 (0)2 7600155 f. +82 (0)2 7600159	http://www.skku.edu/eng_home/global/edu/inbound_3.jsp or to be asked to shimb09@skku.edu

1. The receiving institution will send its decision within 8 weeks.
2. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

c) Teachers in charge of the mobility

Receiving Institution	Teacher in Charge	Contact Details
I VENEZIA02	Prof. Maria Chiara TOSI (Mrs.)	mnrtso@iuav.it
SKKU, Seoul & Suwon	Prof. Thorsten SCHUETZE (Mr.)	t.schuetze@skku.edu

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.

d) Services for Students and Staff with disabilities

Receiving Institution	Teacher in Charge	Contact Details
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
SKKU, Seoul & Suwon	The Office of International Student Services	<Seoul> intlhss@skku.edu International Hall, 90212 t. +82-2-760-0024~5 <Suwon> intlans@skku.edu Engineering Building 2, 27125

		t. +82-31-290-5026~7
	Center for Students with Disabilities	<p><Seoul> Central Library 3rd Floor t. +82-2-760-1092</p> <p><Suwon> Samsung Library 3rd Floor t. +82-31-290-4425</p>

e) Costs and fees

The costs of visas, insurance, travel, housing and other costs of life in the foreign country are the student/staff's responsibility. Exchange students will benefit of the dual enrolment and they don't pay any fee at the hosting university.

f) Termination of the agreement

This agreement will be in force from the most recent date of its execution, until the expiration date of the Erasmus+ Programme that is the academic year 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".

F. 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.

Receiving institution	Grading and credit information
Erasmus code (if any)	
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>2 ECTS correspond to approx. 1 SKKU credit. (2 ECTS = 1.06 SKKU credit points, 1 SKKU Credit point = 1.89 ECTS)</p>
SKKU, Seoul & Suwon	<p>Grades are A+, A, B+, B, C+, C, D+, D and F or Pass/Fail.</p> <p>F and Fail means that he/she failed the course.</p> <p>1 SKKU credit point corresponds to approx. 2 ECTS credits (1 ECTS = 0.53 SKKU credit, 1 SKKU Credit point = 1.89 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:

Paese (Country)	Consolato (Embassy/Consulate)	Indirizzo (Address)
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 (Sportello unico per l'Immigrazione) at the Questura (Police Headquarters) where you make your request for entry and living (domanda di ingresso) 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).	Polizia di Stato - Questura - Ufficio toll-free number +39 800 309309 (in English)	http://www.esteri.it/visti/index_eng.asp http://www.portaleimmigrazione.it (in Italian) more info for the Tax Code: http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm
SKKU, Seoul & Suwon	visti.ambseoul@esteri.it Korea Immigration Service Offices +82-2-6908-1345~6	http://www.ambseoul.esteri.it/ambasciata_seoul/it/informazioni_e_servizi/visti/ http://www.hikorea.go.kr

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:

Paese (Country)	Consolato (Embassy/Consulate)	Indirizzo (Address)
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.	Mr. Alessandro D'ESTE servizi.generali@iuav.it http://www.iuav.it/studenti/servizi-e-/polizza-as/index.htm (in Italian)

SKKU, Seoul & Suwon	All international students must be insured by the National Health Insurance Program or Private Insurance Program.	National Health Insurance Service +82-33-811-2000	http://www.nhis.or.kr/statistic/html/wbd/g/a/wbd_ga0101.html (in English)
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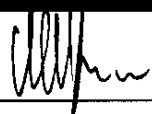

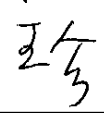



4) Housing

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 (Institution Name in Italy)	Contact Person (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/
SKKU, Seoul & Suwon SKKU provides housing during the academic semester(s) that students attend.	dorms@skku.edu (Seoul) dorm@skku.edu (Suwon)	https://dorm.skku.edu

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Institution Name in Italy)	Name, Position	Date	Signature	Stamp
I VENEZIA02	Prof. Alberto FERLENGA Rector	August 1 2017		
SKKU, Seoul	Prof. Sunjin Hwang Dean School of Art	April 6, 2017		
SKKU, Suwon	Prof. Jun-Young, LEE Dean College of Engineering	April 10, 2017		

**Renewal of the Students Exchange Agreement
between
Università Iuav di Venezia | IUAV | Venice | Italy
and
Sungkyunkwan University – College of Engineering | SKKU | Seoul | South
Korea**

LETTER OF INTENT

La convenzione per lo scambio di studenti sottoscritta tra le nostre Istituzioni sta scadendo o è già scaduta. È stata stipulata il 14 giugno 2017 con validità fino all'anno accademico 2020/2021.

Tenuto conto degli scambi proficui durante questi anni, l'Università Iuav di Venezia concorda di rinnovare la Convenzione con Sungkyunkwan University – College of Engineering, senza modificare i termini e le condizioni stabilite nel documento in scadenza.

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.


L'accordo rinnovato è valido dall'ultima firma su questa Lettera d'Intenti e fino all'a.a. 2026/2027.

Le Parti possono terminare la relazione prima della sua 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.

Università Iuav di Venezia
Il Rettore

Prof. Alberto Ferlenaa

Firmato digitalmente da: Alberto Ferlenaa
Organizzazione: UNIVERSITÀ IUAV DI VENEZIA/80009280274
Data: 22/06/2021, 11:55:45



Venezia,

Visto e approvato dal Senato Accademico
il 19 maggio 2021

The students exchange Agreement binding our Institutions is going to expire or has already expired. It has been stipulated on June 14, 2017 with validity until the academic year 2020/2021.

Considering the fruitful relationships spent over the years, the Sungkyunkwan University – College of Engineering agrees to renew the Agreement with the Università Iuav di Venezia, without modifying the terms and conditions stated in the expiring document.

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.

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

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.

Sungkyunkwan University – College of
Engineering

Prof. Nae - Eung LEE (Dean)



Seul,

Seen and approved by SKKU College of Engineering
on 19 May 2021