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Università Iuav  
di Venezia



ITESO, Universidad  
Jesuita de Guadalajara

## Students and Staff Exchange Programme Agreement

between

**Università Iuav di Venezia, Venice, Italy**

and

**Instituto Tecnológico y de Estudios Superiores de Occidente Tlaquepaque, Jalisco, Mexico**

**– Mobility for learners and staff –**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of their programs of internationalization. They commit to respect the quality requirements of their Statutes 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 the activities object of this Agreement.

### A. Information about the higher education institutions

Full name of the institution / country	Acronym or city <sup>1</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Università Iuav di Venezia	IUAV	Claudia CAPUANO (Ms), Officer	International Mobility Office <a href="mailto:international@iuav.it">international@iuav.it</a> t. +39 (0)41 2571739	<a href="http://www.iuav.it">www.iuav.it</a>
ITESO - Universidad Jesuita de Guadalajara	ITESO	Alison Clinton McGuire	Internationalization Office <a href="mailto:alisonc@iteso.mx">alisonc@iteso.mx</a> t. +52 33 3669 3443 ext 3786	<a href="http://www.iteso.mx">www.iteso.mx</a>

### B. Mobility numbers<sup>2</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	TO <sup>7</sup>	Subject area	Study cycle [short]	Number of student mobility periods



[acronym or city of the sending institution]	[acronym or city of the receiving institution]	code * [ISCED 2013]	Subject area name *	cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> *	Student Mobility for Studies  [total No of months of the study periods or average duration*]	Student Mobility for Traineeships **
IUAV	ITESO	073	Architecture	2 <sup>nd</sup> cycle	up to 3 students per 1 or 2 terms/year	np
ITESO	IUAV		Architecture		up to 3 students per 1 or 2 terms/year	np

**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.]

FROM <sup>7</sup> [acronym or city of the sending institution]	TO <sup>7</sup> [acronym or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total No of days of the teaching periods or average duration*]	Staff Mobility for Training *
IUAV	ITESO	073	Architecture	1 teacher per 5 days/year	np
ITESO	IUAV	073	Architecture	1 teacher per 5 days/year	np

### 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 [acronym or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
IUAV	Architecture	Italian	English	B2	B2
ITESO	Architecture	Spanish	English	B2	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

Both institutions must:

- 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 universities undertakes to:

#### **Before mobility**

<sup>3</sup> See Common European Framework of Reference for Languages  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- 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.

#### **E. Any additional requirements**

##### **a) Calendars**

##### 1. Academic Calendar:

Receiving institution	Term 1*	Term 2
IUAV	from October to February	from March to July
ITESO	from August to December	from January to May

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



2. Nominations must reach the receiving institution by:

Receiving institution	Term 1 or full year	Term 2
IUAV	June 30 <sup>th</sup>	October 30 <sup>th</sup>
ITESO	March 30 <sup>th</sup>	September 30 <sup>th</sup>

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

Receiving institution	Term 1 or full year	2 <sup>nd</sup> term*
IUAV	July 31 <sup>st</sup>	November 30 <sup>th</sup>
ITESO	April 15 <sup>th</sup>	October 15 <sup>th</sup>

[\* 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 [acronym or city]	Name of the contact person	contact details [e-mail, phone, fax]	website for nomination
IUAV	Ms Paola DE ROSSI Officer, Student Mobility Office	<a href="mailto:mobilita.studenti@iuav.it">mobilita.studenti@iuav.it</a> t. +39 041 2571403 f. +39 041 2571160	<a href="https://www.iuav.it/studenti/MOBILITY/INCOMING-S/how-to-app/">https://www.iuav.it/studenti/MOBILITY/INCOMING-S/how-to-app/</a>
ITESO	Mr Bernardo Semadeni Advisor Academic Mo	<a href="mailto:Bsemadeni@iteso.mx">Bsemadeni@iteso.mx</a> t. +523336693434 ext 3969	

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 university.

#### c) Teachers in charge of the mobility

Receiving institution	Teacher's name	Contact details
IUAV	Prof. Angelo MAGGI	<a href="mailto:amaggi@iuav.it">amaggi@iuav.it</a>
ITESO	Mr. Bernardo Semadeni	<a href="mailto:Bsemadeni@iteso.mx">Bsemadeni@iteso.mx</a>



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	Available infrastructure adjusted for people with:	Contact details (email, phone)	Website for information
IUAV	<ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing impairments</li> <li>- Visual impairments</li> <li>- Specific Learning Disorders</li> </ul>	<p><a href="mailto:inclusione@iuav.it">inclusione@iuav.it</a></p> <p>+39 (0)41 2571828</p>	<p><a href="http://www.iuav.it/studenti/quant-o-si-/Diritto-al/Studenti-c/index.htm">http://www.iuav.it/studenti/quant-o-si-/Diritto-al/Studenti-c/index.htm</a></p> <p>(in Italian)</p>
ITESO	<ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing impairments</li> <li>- Visual impairments</li> <li>- Specific Learning Disorders</li> </ul>	<p><a href="mailto:gilcirlos@iteso.mx">gilcirlos@iteso.mx</a></p> <p><a href="mailto:ecovarru@iteso.mx">ecovarru@iteso.mx</a></p>	<p>ITESO Universidad Incluyente</p> <p><a href="https://iteso.mx/web/general/detalle?group_id=20016">https://iteso.mx/web/general/detalle?group_id=20016</a></p> <p>(In Spanish)</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 for five (5) years. However, in the event of unilateral termination, a notice of at least one academic year should be given to the other party. Ongoing activities will have their natural end.

This agreement may be signed through the electronic tools determined by the parties.

**Information**

**1) Grading systems of 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 [acronym or city]	Grading and credit information
IUAV	<p>Grades from 18 to 30 cum laude, where 18 is the minimum passing grade. 1 ECTS credit corresponds to 25 hours: 10 hours lectures and 15 hours of individual work.</p> <p>1 ECTS correspond to ... credit.</p>
ITESO	<p>The grading system at ITESO is from 1-10 (without decimals), where 10 is the highest grade and 6 is needed to pass.</p> <p>1 ITESO credit corresponds to 16 hours of work during the semester.</p>



## 2) Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants.

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

Institution [acronym or city]	Contact details (e-mail, phone)	Website for information
IUAV Before departure towards Italy students must ask information to Italian Embassy in their Home Country.	Consulate of Italy in Guadalajara <a href="mailto:consolare.messico@esteri.it">consolare.messico@esteri.it</a>	<a href="https://ambcittadelmessico.esteri.it/ambasciata_cittadelmessico/it/in_linea_con_utente/modulistica/modulistica.html">https://ambcittadelmessico.esteri.it/ambasciata_cittadelmessico/it/in_linea_con_utente/modulistica/modulistica.html</a>
ITESO	Consulado Mexicano en Milán	<a href="https://consulmex.sre.gob.mx/milan/">https://consulmex.sre.gob.mx/milan/</a>

## 3) Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants.

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 [acronym or city]	Recommandation	Contact details (e-mail, phone)	Website for information
IUAV	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.	<a href="mailto:amministrazione.areatecnica@iuav.it">amministrazione.areatecnica@iuav.it</a>	<a href="http://www.iuav.it/studenti/servizi-e-/polizze-as/index.htm">http://www.iuav.it/studenti/servizi-e-/polizze-as/index.htm</a>  (in Italian)
...			

## 4) Housing

The receiving institution will guide incoming mobile participants in finding accommodation.

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



Institution [acronym or city]	Contact details (e-mail, phone)	Website for information
IUAV Iuav has not a dormitory. For accommodation incoming students must arrange well in advance themselves with hostels or private apartments/room.	Esu Venezia: <a href="mailto:claudia.grespi@esuvenezia.it">claudia.grespi@esuvenezia.it</a>	Esu Venezia web page: <a href="http://www.esuvenezia.it/">http://www.esuvenezia.it/</a>
	Iuav Social Housing: <a href="mailto:housing@iuav.it">housing@iuav.it</a>	<a href="http://www.iuav.it/INTERNATIO/STUDENT-LI/housing/index.htm">http://www.iuav.it/INTERNATIO/STUDENT-LI/housing/index.htm</a>
ITESO has not a dormitory. For accommodation incoming students must arrange well in advance themselves with hostels or private apartments/room.	<b>Livup Student Residences</b> <a href="http://www.livup.mx">www.livup.mx</a> <b>Casa de Estudiantes</b> <a href="http://www.casadeestudiantes.com">www.casadeestudiantes.com</a>	<b>Livup Student Residences</b> <a href="http://www.livup.mx">www.livup.mx</a> <b>Casa de Estudiantes</b> <a href="http://www.casadeestudiantes.com">www.casadeestudiantes.com</a>

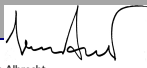

### 5) Personal Data management

The institutions are obliged to care for and protect the personal data that they collect as a result of this Agreement and its annexes under the terms of the personal data protection legislation in Mexico and in Italy

ITESO privacy notice: <https://datospersonales.iteso.mx/>

IUAV Privacy Notice: <https://www.iuav.it/privacy1/>

### SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [acronym or name and city]	Name, function	Date	Signature	Seal
<b>IUAV</b>	Prof. Benno ALBRECHT, Rector		 <small>Benno Albrecht UNIVERSITA' IUAV DI VENEZIA/80009280274 1.10.2023 13:18:52 GMT+01:00</small>	
<b>ITESO</b>	Dr. Alexander Zatyryka Pacheco Rector	oct 24, 2023		









# ITESO-IUAV\_convenzione\_extra\_UE. 2023\_firma IUAV\_signed by luav

Informe de auditoría final

2023-10-24

Fecha de creación:	2023-10-23
Por:	MAELA DEL CARMEN GUTIERREZ RAMIREZ (maela@iteso.mx)
Estado:	Firmado
ID de transacción:	CBJCHBCAABAABYfJTT5RSn8s5C1HMO7TIgjzLCa-3Vdd

## Historial de “ITESO-IUAV\_convenzione\_extra\_UE. 2023\_firma IUAV\_signed by luav”

-  Benno Albrecht ha firmado previamente el documento digitalmente.  
2023-10-11 - 12:18:52 GMT
-  MAELA DEL CARMEN GUTIERREZ RAMIREZ (maela@iteso.mx) ha creado el documento.  
2023-10-23 - 23:36:58 GMT
-  El documento se ha enviado por correo electrónico a CHRISTOPHER OLIVER MARSUSKHIEV ESTRADA BARAHONA (marsus@iteso.mx) para su firma.  
2023-10-23 - 23:39:49 GMT
-  CHRISTOPHER OLIVER MARSUSKHIEV ESTRADA BARAHONA (marsus@iteso.mx) ha visualizado el correo electrónico.  
2023-10-24 - 15:19:56 GMT
-  CHRISTOPHER OLIVER MARSUSKHIEV ESTRADA BARAHONA (marsus@iteso.mx) ha firmado electrónicamente el documento.  
Fecha de firma: 2023-10-24 - 15:20:27 GMT. Origen de hora: servidor.
-  Documento completado.  
2023-10-24 - 15:20:27 GMT