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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-institutional agreement 2017-2021
 between Università Iuav di Venezia as institution from programme country
 and the University of Belgrade as institution from partner country**

The institutions named below agree to cooperate for the exchange of students and 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 ¹	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
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
University of Belgrade Studentski trg 1 11000 Belgrade, Serbia /BELGRADE	BG	For academic matters: Doc.dr Natasa Cukovic Ignjatovic Ms. Ivana Djurisic For other inquiries: International relation Office of the University of Belgrade	ivana.djurisic@arh.bg.ac.rs +381 11 3370095 http://www.bg.ac.rs/en/international/contacts.php?submenuheader=10	www.arh.bg.ac.rs http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1 http://www.bg.ac.rs/welcomeguide.pdf

¹ 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 numbers² per 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.

All the mobilities under this Inter-Institutional Agreement must be completed by 2021 at the latest.

The following student and staff mobility numbers specified in the tables below refer only to mobility of students and staff from the University of Belgrade and the Università Iuav di Venezia.

Student mobility:

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 [average duration*]	Student Mobility for Traineeships* [Not relevant for 2017]
I VENEZIA02	BG	073	Architecture and town planning	2 nd cycle	3 per 6 months	
		073	Architecture and town planning	3 rd cycle	2 per 3 months	
BG	I VENEZIA02	073	Architecture and town planning	2 nd cycle	3 per 6 months	
		073	Architecture and town planning	3 rd cycle	2 per 3 months	

Staff mobility:

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subje ct area code * [ISCE D 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	BG	073	Architecture and town planning	2 teachers each per 14 days/year	1 staff per 7 days/year
BG	I VENEZIA02	073	Architecture and town planning	2 teachers each per 14 days/year	1 staff per 7 days/year

Workshop Mobility

² 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>)

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. Each University is responsible for the payments relative to the costs of organization and costs of own outgoing participants.

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 code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I VENEZIA02		Italian	Some courses are held in English	B1 of English	B2 of English
BG		Serbian	English	B1 of English	B2 of English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links on top of agreement].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁴ 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

³ See Common European Framework of Reference for Languages

⁴ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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 cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational 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

BELGRADE:

1. Selection of students and staff of the University of Belgrade shall be carried out by the University of Belgrade as their sending institution, in a just, objective and transparent manner, with equal opportunities for all candidates by using the online application system: <http://mobion.bg.ac.rs/>. Selection criteria are published at the following link: <http://mobion.bg.ac.rs/howtoapply/selectioncriteria>.

2. All students and staff coming to the University of Belgrade are required to register through the online application system at: <http://mobion.bg.ac.rs/>.
3. All Erasmus+ KA1 mobility nominations from the University of Belgrade must be sent exclusively from the International Relations Office of the BG, duly signed by the Rector, or Vice-Rectors. Those applications and nominations sent directly to host university by candidates or other Faculties/Institutes of the University of Belgrade should not be accepted and International Relations Office of the University of Belgrade should be informed about it, since those applications will not be regarded as a part of the predetermined mobility quota under this Agreement.
4. Persons with disabilities are asked to visit the following link:
<http://www.bg.ac.rs/en/members/centers/students-with-disabilities.php>.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
I VENEZIA02	June 30 th	October 30 th
BG	Nomination deadline: May 1st Applications by nominated students must reach the receiving institution by: May 15th	Nomination deadline: October 15th Applications by nominated students must reach the receiving institution by: October 31st

1.b. Academic calendar:

Receiving institution	Autumn term* [month]	Spring term* [month]
I VENEZIA02	from October to February	from March to July
BG	October 1 st - February 28 th	March 1 st - September 30 th

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.

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	http://www.iuav.it/ENGLISH/ADMISSIONS/INCOMING-E/
UB	Mr. Nikola Savic, Project Coordinator	nikola.savic@rect.bg.ac.rs	http://mobion.bg.ac.rs/



3. Teachers in charge of the mobility

Receiving institution	Teacher's name	Contact details
I VENEZIA02	Prof. Enrico Fontanari (Mr.) Prof. Enrico Anguillari (Mr.)	henry@iuav.it enrico.anguillari@iuav.it
BG	Prof. Dr Ivanka Popovic (Ms.)	kabinet@rect.bg.ac.rs

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

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
UB	Centre for Students with Disabilities Ms. Ljupka MIHAJLOVSKA	http://www.bg.ac.rs/en/members/centers/students-with-disabilities.php

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. All nominated students and staff of the Università Iuav di Venezia are required to register through the online application system at: <http://mobion.bg.ac.rs/> by the dates specified in the Calendar 1.a.

The nominations should be sent to the following email addresses: mobilitastudenti@iuav.it (receiving institution Università Iuav di Venezia) and nikola.savic@rect.bg.ac.rs (receiving institution University of Belgrade).

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

8. 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.

6. Termination of the agreement

This agreement may be amended or modified by a written agreement signed by the legal representatives of both Universities. It may be renewed on the same terms, or on terms as agreed by the two institutions.

In the event of unilateral termination, a written notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

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 about 25 hours.

BELGRADE: Grading scale is published at the following website:

<http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1> .

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
I VENEZIA02 Before departure towards Italy students must ask information to Italian Embassy in their Home Country.	Italian Embassy in Belgrade Bircaninova, 11 t. +38 1113066100 visti.belgrado@esteri.it	www.ambbelgrado.esteri.it
BG	http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1	http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1

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. All students involved in mobility are required to purchase an insurance policy covering the mobility period at the host institution.

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
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.general@iuav.it

BG	http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1	http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1
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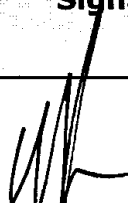
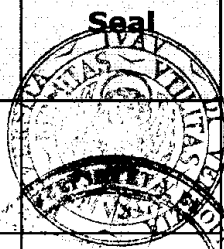


4. Housing

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 Iuav has not a dormitory. For accommodation incoming students must arrange well in advance themselves with hostels or private apartments/room.	Esu Venezia: claudia.grespi@esuvenezia.it	Esu Venezia web page: http://www.esuvenezia.it/
	Bakeca.it	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/
	Iuav Social Housing	http://www.iuav.it/studenti/alloggio/social-hou/
BG	http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1	http://www.bg.ac.rs/en/international/projects/erasmus-plus.php?submenuheader=1

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature	Seal
I VENEZIA02	Prof. Alberto FERLENGA, Rector	20-12-17		
BG	Prof. Dr. Vladimir BUMBASIREVIC, Rector	24 JAN 2018		

485-4141/2012/12



Dear colleague,

Please find enclosed original copy of the Inter Institutional Agreement between our Universities.

Thank you and best regards,
Nikola

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a cursive name, likely 'Nikola'.