



Erasmus+ Programme

Università Iuav di Venezia - Archivio Generale
 REPERTORIO COSTRUTTO
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**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**

[Minimum requirements]²

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 ³	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Università Iuav di Venezia / Italy	I VENEZIA02	Ms Claudia CAPUANO, Officer International Affairs Office	international@iuav.it t. +39 041 2571739 f. +39 041 2571160 skype: iuav.international	www.iuav.it
Universidad de la República, Facultad de	Montevideo	Academic Coordinator : Carina Strata Service of Agreements and Internships : Sofía	cstrata@farq.edu.uy +598 2 400 1380 internacional@farq.edu.uy	http://www.universidad.edu.uy/ http://www.farq.edu.uy/internacional/aplicaciones/

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
³ 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.



Arquitectura / Uruguay		Neira - Daniel Sosa Ibarra	+598 2 403 0284	http://www.farq.edu.uy/internacional/extranjeros/ http://www.farq.edu.uy/mapa-curricular/
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B. Mobility numbers* per academic year

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

I VENEZIA02	Montevideo UdelaR/ Farq.	n/p	architecture	2 nd cycle (master)	up to 3 students per 1 or 2 semesters	n/p
Montevideo	I VENEZIA02	n/p	architecture		up to 3 students per 1 or 2 semesters	n/p

* 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 [Institution code or city of the sending institution]	TO [Institution code or city of the receiving institution]	Subject area code [if relevant]	Subject area name	Number of staff mobility periods	
				Staff mobility for teaching [Total number of days of the teaching periods of each institution]	Staff mobility for studies
I VENEZIA02	Montevideo	n/p	architecture	1 teacher up to 2 weeks per academic year	n/p
Montevideo	I VENEZIA02	n/p	architecture	1 teacher up to 2 weeks per academic year	n/p

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 [Institution code or city]	Optional subject area	Main language of instruc- tion	Additional language of instruction	Recommended language of instruction level ⁵	
				Students' mobility for studies [minimum recommended level: B1]	Staff mobility for teaching [minimum recommended level: B1]
I VENEZIA02		Italian	some courses are taught in English	B1 (Italian and/or English)	B2 (Italian and/or English)

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

Montevideo		Spanish		B1 (Spanish)	B2 (Spanish)
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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**⁶ 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

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

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. 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	mobilitastudenti@iuav.it t. +39 041 2571403 f. +39 041 2571160	https://docs.google.com/a/iuav.it/spreadsheets/viewform?usp=drive_web&formkey=dDVvVzVvb0ZZX3O3aIlkeFh0UEZzU1E6MO#gid=0
Montevideo UdelaR/Farq	Service of Agreements and Internships : Sofia Neira - Daniel Sosa Ibarra	internacional@farq.edu.uy Y +598 2 403 0284	http://www.farq.edu.uy/internacional/aplicaciones/

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
MONTEVIDEO -Udelar/Farq	From March to July	From August to November

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 November
Montevideo Udelar/ Farq	30th November	30th April

[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. Enrico FONTANARI	henry@iuav.it
Montevideo Udelar/ Farq	Prof. Carina STRATA	cstrata@farq.edu.uy

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@luav.it S. Croce 601, Campo de la lana 30135 Venezia - ITALIA
Montevideo	Servicio de Enseñanza de Grado y Sistema de Atención al Estudiante. Ms Natalia Mallada	ensenanza@farq.edu.uy nataliamallada@farq.edu.uy +598 2 403 0284

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 6 (six) months should be given to the other party. In this case, the activities in progress will continue to remain valid until their natural expiry. Neither the European Commission nor the National Agencies in Italy and in Uruguay can be held responsible in case of a conflict.

K. Information

1. Grading and credit 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 25 hours: 10 hours lectures and 15 hours of individual work. ... ECTS corresponds to credit.
Montevideo	See http://www.farq.edu.uy/mapa-curricular/ Grading Scale: 0-2 Fail , 3-4 Acceptable , 5-7 Good , 8-10 Very good , 11-12 Excelent

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:

Destination (Erasmus code or city)	Contact details (e-mail, phone)	Websites 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>
Montevideo	internacional@farq.edu.uy	http://www.dnm.minterior.gub.uy/visas.php

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)	Requisiti (Requirements)	Contatto (Contact)	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.	Ms Donatella BIANCHIN bianchin@iuav.it	http://www.iuav.it/studenti/servizi-e-polizze/index.htm (in Italian)
Montevideo		internacional@farq.edu.uy	http://www.farq.edu.uy/internacional/extranjeros/

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:

Paese (Country)	Contatto (Contact)	Indirizzo (Address)
I VENEZIA02 For accommodation incoming students must arrange well in advance with hostels or private	Esu Venezia: benefici@esuvenezia Venice hostel: info@ostellovenezia.it	Esu Venezia web page: http://www.esuvenezia.it/ Easy Stanza web page: http://www.easystanza.it/?l=1

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apartments.		Venice hostel: http://www.hostelvenice.org/
Montevideo	Internacional@farq.edu.uy	http://www.farq.edu.uy/Internacional/extranjeros/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

I VENEZIA02		09 OTT 2015
Montevideo	Roberto MARKARIAN, Rector	04 FEB. 2015

