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**Erasmus+ Programme**

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

**Inter-institutional agreement 2015-20[21]   
between programme countries**

**[Minimum requirements]**

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

**A. Information about higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| Università degli Studi di Macerata | **I MACERAT01** | **Prof. Uoldelul CHELATI DIRAR**  Institutional Coordinator:  @: [cri@unimc.it](mailto:cri@unimc.it)  **Antonella TIBERI**  Head of the International Relations office (IRO):  **Ufficio Rapporti Internazionali** Via pescheria vecchia, snc 62100 Macerata – ItaliaHead of the International office: @: [cri@unimc.it](mailto:cri@unimc.it)  @: [antonella.tiberi@unimc.it](mailto:antonella.tiberi@unimc.it)  Tel. +39 0733 2586040  Fax +39 0733 2586039  **Prof. Antonella NARDI** Erasmus departmental coordinator for Business Studies with Languages **Department of Humanities – language, mediation, history, literature, philosophy** Corso Cavour, 2 – palazzo Ugolini - 62100 Macerata – ItaliaPhone + 39 0733 2584372 Fax +39 0733 2584380 @: [antonella.nardi@unimc.it](mailto:antonella.nardi@unimc.it) | University website<http://www.unimc.it/it>    Erasmus incoming home page<http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students>    Department home page  <http://studiumanistici.unimc.it/it> <http://mediazione.unimc.it/it> |
| Univ. Partner | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

**B. Mobility numbers per academic year**

*The partners commit to amend the table below in case of changes in the mobility data by no later than the end of November in the preceding academic year.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code* [ISCED]** | ***Subject area name*** | ***Study cycle [short cycle, 1st , 2nd or 3rd]*** | **Number of student mobility periods**  Student Mobility for Studies | |
| *Total number of students* | *Total number of months* |
| I MACERAT01[[1]](#footnote-1) | Univ. Partner | **023/0415** ISCED 2013) | Languages/ Secretarial and office work | 1st, 2nd | 2 students | 18 (9+9) |
| Univ. Partner | I MACERAT01 | **\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code* [ISCED]** | ***Subject area name*** | **Number of staff mobility periods** | |
| Staff Mobility for Teaching  *Total number of days of teaching periods or average duration* | *Staff Mobility for Training* |
| I MACERAT01 | Univ. Partner | **023/0415** (ISCED 2013) | Languages/ Secretarial and office work | 2 persons x 5 days each (min. 2 days plus travel time, min. 8 hours) |  |
| Not yet known To be decided | Not yet known To be decided |  | 2 persons (min. 2 days plus travel time) |
| Univ. Partner | I MACERAT01 | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |  |
| **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

**C. Recommended language skills**

The sending institution, following the 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]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| I MACERAT01 | Univ. Partner | Italian | English (where indicated – few courses) | B1 Italian[[2]](#footnote-2)  B1 English | B1 Italian  B1 English |
| Univ. Partner | I MACERAT01 | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

**D. Additional requirements**

I MACERAT01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [cri@unimc.it](mailto:cri@unimc.it)*.*

UNIVERSITY PARTNER:

**…..**

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term**  **[month]** | **Spring term**  **[month]** |
| I MACERAT01 | 30th June | 30th October |
| Univ. Partner | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_ |

**I MACERAT01:**

1. Partner institutions should send their nominations by email (pls. give student’s first and family name, e-mail, area of studies and semester of Erasmus scholarship).   
   **The UNIMC will send its decision within 4 weeks from the nominations.**The students accepted will receive a Welcome e-mail and useful information for their future stay at the University of Macerata.   
   Then the students should apply according to the procedure given on:  
   <http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/administrative-procedures/before-arrival>.  
   The online application should be submitted by the students by the **30th of June** or **30th of October.**

**3**. **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**, given that the transcript form and all relevant course work documents have been submitted by the student. The International Office will not be responsible for the delay of the registration of grades by each professor.

**4**. **Termination of the agreement**

The above parties agree to co-operate in the activities shown below within the Erasmus + programme. Both parties agree to abide by the principles and conditions set out in the Guidelines for Applicants and Erasmus Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement.

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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**Univ. Partner**

**2.**

**3.**

**4**.

**F. Information**

1. **Grading systems of the institutions**

I MACERAT01:

<http://www2.unimc.it/ateneo/centri-di-ateneo/cri/erasmus/in-entrata-incoming-students/didattica-didactics/italian-university-system>

UNIVERSITY PARTNER:

…..

**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]** | **Contact details**  **(email, phone)** | **Website for information** |
| I MACERAT01 | [cri@unimc.it](mailto:cri@unimc.it) | <http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/default.htm?LANG=EN>  <http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/police-registration> |
| Univ. Partner | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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]** | **Contact details**  **(email, phone)** | **Website for information** |
| I MACERAT01 | [cri@unimc.it](mailto:cri@unimc.it) | <http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/italian-health-care-system> |
| Univ. Partner | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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]** | **Contact details**  **(email, phone)** | **Website for information** |
| I MACERAT01 | [cri@unimc.it](mailto:cri@unimc.it) | <http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/accommodation> |
| Univ. Partner | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[3]](#footnote-3)** |
| I MACERAT01 | Prof. Luigi Lacchè,  Rector |  | Signature and Stamp |
| Univ. Partner | \_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Signature and Stamp |

1. The Student mobility for traineeships is not included in this Agreement as there is a specific procedure for the selection of incoming students for traineeships (please contact: [cri@unimc.it](mailto:cri@unimc.it)). [↑](#footnote-ref-1)
2. International students who cannot provide a certificate for Italian (B1 of the European Framework) should attend a 50-hour intensive course free of charge. [↑](#footnote-ref-2)
3. Scanned signatures are accepted. [↑](#footnote-ref-3)