**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1
Learning Mobility for Higher Education Students and Staff**

**among EU Member States and third countries associated to the Programme [[1]](#footnote-1)**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organisation and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |  |
| --- | --- | --- |
| Timeframe | Academic Year | Call Year\* |
| Start of validity | [2024/2025] | [2024] |
| End of validity  | [2028/2029] | [2028] |

**A. Information about the higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution****(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)****(email, phone)** | **Websites****( General/Faculties/ Course catalogue)** |
| UNIVERSITÀ DEGLI STUDI DI MACERATA  **Department of Political Sciences, Communication and International Relations - SPOCRI** Via Don Minzoni, 2 – 62100 Macerata – Italia  | I MACERAT01 | **Prof. Emanuela GIACOMINI**Rector’s Delegate for Erasmus and European Mobility@:emanuela.giacomini@unimc.it; @: cri@unimc.it**Antonella TIBERI** Head of the International Mobility office: **Ufficio Mobilità Internazionale** Via Pescheria vecchia, 8 - 62100 Macerata – Italia@: cri@unimc.it @: antonella.tiberi@unimc.it; Tel. +39 0733 2586040; Fax +39 0733 2586039 **Prof. Laura SALVADEGO** Erasmus departmental coordinator for **Political Sciences** & **Communication/Journalism and Information**  @: laura.salvadego@unimc.it Tel. + 39 0733 2582746 Fax +39 0733 2582530  | University website<http://www.unimc.it/it> Erasmus incoming home page<http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students>Department home page <http://spocri.unimc.it/it/>  |
|  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

**B. Mobility numbers[[3]](#footnote-3) 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 January in the preceding academic year.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | ***Subject area code(optional)\** [ISCED]** | ***Subject area name(optional)\****  | ***Field of education –Clarification (optional)*** | ***Study cycle[short cycle, 1st , 2nd or 3rd](optional)\**** | **Number of student mobility periods** |
| Student Mobility for Studies*[total number of students****]*** | Student mobility for Studies *[total number of months]* | *Student Mobility for Traineeships**(optional) \***[total number of students****]*** | *Student Mobility for Traineeships**(optional) \***[total number of months]* |
| I MACERAT01[[4]](#footnote-4) | \_\_\_\_\_\_\_\_ | **0312**   *or* **0320**  (ISCED 2013) | **Political sciences and civics** *or* **Journalism and information** |  | 1st, 2nd | 2 students  | 12 (6+6) | ---- | ---- |
| \_\_\_\_\_\_\_\_ | I MACERAT01 | **0312**  *or* **0320**  (ISCED 2013) | **Political sciences and civics** *or* **Journalism and information** |  | 1st, 2nd | 2 students  | 12 (6+6) |  |  |

**[ ]  Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM****[Erasmus code of the sending institution]** | **TO****[Erasmus code of the receiving institution]** | ***Subject area code(optional)\** [ISCED]** | ***Subject area name(optional)\****  | **Number of staff mobility periods** |
| Staff Mobility for Teaching*[total number of staff]*  | Staff Mobility for Teaching*[total number of days ]* | *Staff Mobility for Training(optional)\*[total number of staff]* | *Staff Mobility for Training(optional)\***[total number of days]* |
| I MACERAT01 | **\_\_\_\_\_\_\_\_\_** | **0312**   *or* **0320**  (ISCED 2013) | **Political sciences and civics** *or* **Journalism and information** | 2 persons x 5 days each (min. 2 days plus travel time, min. 8 hours) | 10 | 2 persons x 5 days each  | 10 |
| **\_\_\_\_\_\_\_\_\_** | I MACERAT01 | **0312**  *or* **0320**  (ISCED 2013) | **Political sciences and civics** *or* **Journalism and information** |  **\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_\_**  |

**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]** | ***Optional: Subject area***  | **Languageof instruc­tion 1** | **Languageof instruc­tion 2** | **Recommended language of instruction level[[5]](#footnote-5)** |
| Student Mobility for Studies[*Minimum recommended level: B1*] | Staff Mobility for Teaching[*Minimum recommended level: B2*] |
|  I MACERAT01 | Tourism | Italian | English where available (certificate required) | A1 Italian[[6]](#footnote-6)B1 English  | B1 ItalianB1 English |
| **\_\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_\_**  | **\_\_\_\_\_\_\_\_\_\_**  |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Autumn term\*****[day/month]** | **Spring term\*****[day/month]** |
| I MACERAT01 | Nomination: 1 June | Nomination: 15October |
| **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Autumn term\*****[day/month]** | **Spring term\*****[day/month]** |
| I MACERAT01 | Application: 15 June | Application: 30 October |
| **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

**Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Contact details****(email, phone)**  | **Website for information**  |
| I MACERAT01 | cri@unimc.it  | <http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/administrative-procedures/before-arrival>  |
| **\_\_\_\_\_\_\_\_\_\_** |  |  |

**E. Additional requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Requirement**  | **Details** | **Website for information (if applicable)**  |
| I MACERAT01 | Academic requirements CVMotivation letterOther | - Number of ECTS credits completed - Subject area code – ISCED - EQF level |  |
| **\_\_\_\_\_\_\_\_\_\_** | Academic requirements CVMotivation letterOther | - Number of ECTS credits completed - Subject area code – ISCED - EQF level |  |

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Available infrastructure adjusted for people with:**  | **Description of infrastructure (optional)**  | **Contact details** **(email, phone)**  | **Website for information**  |
| I MACERAT01 | Information for mobile students/staff with disabilities | please contact the International Mobility Office | cri@unimc.it  |  |
| **\_\_\_\_\_\_\_\_\_\_** | - Reduced mobility - Hearing impairments - Visual impairments - … |  |  |  |

**F. Information**

**1. 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  | <https://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/accommodation-1> |
| **\_\_\_\_\_\_\_\_\_\_** |  |  |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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  | <https://www.esteri.it/en/servizi-consolari-e-visti/ingressosoggiornoinitalia/> <https://vistoperitalia.esteri.it/home/en><http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/police-registration> |
| **\_\_\_\_\_\_\_\_\_\_** |  |  |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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  | <http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/italian-healthcare-system> |
| **\_\_\_\_\_\_\_\_\_\_** |  |  |

**4. Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Information on recognition process / other useful information:**  | **Contact details** **(email, phone)**  | **Website for information** |
| I MACERAT01 | 1 credit (CFU) at the *University of Macerata* is equivalent to 1 ECTS | cri@unimc.it | <http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/didactics/italian-university-system>  |
| **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

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.

**Termination of the agreement**

This Collaboration Agreement may be terminated on the following grounds:

* End of the stipulated period of validity.
* Mutual agreement between the parties.
* Written notice of termination with 1 year in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** **[Erasmus code]** | **Name, function** | **Date** | **Signature[[7]](#footnote-7)** |
| I MACERAT01 | Prof. Emanuela GiacominiRector’s Delegate for Erasmus and European Mobility |  |  |
| **\_\_\_\_\_\_\_\_\_\_** |  |  |  |

1. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>) [↑](#footnote-ref-3)
4. 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). [↑](#footnote-ref-4)
5. For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-5)
6. The language of instruction at the University of Macerata is Italian. Minimum required A1 of the European Framework. Students who have not reached the A1 level at the on-line entry test organized by the University Language Center (CLA) **have to attend a 50-hour intensive course of basic level** free of charge but compulsory in September or January-February, **before University lectures begin** (calendar available at the link: <https://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/required-language-levels>) [↑](#footnote-ref-6)
7. Scanned signatures are accepted [↑](#footnote-ref-7)