Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-20[21][2]
between programme countries

[Minimum requirements][3]

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[4] (email, phone)	Website (eg. of the course catalogue)
Madrid Open University Universidad a Distancia de Madrid	**EMADRID160**	**SARA REVILLA** **International Relations and International Mobility Technician** sara.revilla@udima.es Phone: +34 911 896 999 **JUAN CARMONA** **International Project Technician** juan.carmona@udima.es	http://www.udima.es/en/international.html http://ori.udima.es/movilidad-entrante Course Catalogue can be consulted within each study plan at: http://www.udima.es/
Universitas Mercatorum Università Telematica delle Camere di Commercio Italiane		**Patrizia Tanzilli** **Administrative Director** tanzilli@unimercatorum.it Phone: +39 06 7805 2327	http://www.unimercatorum.it/erasmus-2/ See section "Information for International Students"

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

[2] Higher Education Institutions have to agree on the period of validity of this agreement

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

[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers[5] 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 * [ISCED]	Subject area name *	Study cycle *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
EMADRID160	IROMA34		Business Management	1st	2x 5 months	2x 3 months
			Tourism	1st	2x 5 months	2x 3 months
			Management	2st	2x 5 months	2x 3 months
IROMA34	EMADRID160		Business Management	1st	2x 5 months	2x 3 months
			Tourism	1st	2x 5 months	2x 3 months
			Management	2st	2x 5 months	2x 3 months

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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[5]   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 [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* *
EMADRID160	IROMA34			2 x 5days	2 x 5days
				2 x 5days	2 x 5days
IROMA34	EMADRID160			2 x 5days	2 x 5days
				2 x 5days	2 x 5days

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*	Language of instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[6]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
EMADRID160		Spanish	English (just for staff)	B1	B2
IROMA34		Italian	English (just for staff)	B1	B2

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

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6   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

D. Additional requirements

EMADRID160: <u>NOTE:</u> *Students are able to visit Spain and participate in the Erasmus programme under the action mobility for studies at the Madrid Open University. MOU is a distance teaching university and offers all its programmes of study online, however, it is still possible for students from partner Universities to secure Erasmus grant from their home institution and visit Spain for student mobility in Spanish taught courses. Incoming students as all MOU students will attend to their courses and carry out all assignments <u>online</u>. However incoming students will be able to attend to student group tutorial meetings held at MOU during their stay well as face to face seminars.*

IROMA34

Universitas Mercatorum is a distance teaching university and offers all its programmes of study online. However, it is still possible for students from partner Universities to obtain Erasmus grants from their home institution to stay in Rome during the exchange program at Universitas Mercatorum. Incoming students as all Universitas Mercatorum students will attend to their courses and carry out assignments online. Exams, however, will take place in a traditional manner. Thus, at the end of courses students are required to come to Rome for oral or written exams. To secure a rapid adaptation, incoming students will receive on arrival assistance and advice in practical and academic issues. Academic tutoring is continuously guaranteed along the visiting period.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
EMADRID160	30 August	20 January
IROMA34	30 August	20 January

2. **Partner University** will send its decision maximum within 3 weeks.

3. A transcript of Records will be issued by the receiving institutions no later than 5 weeks after the assessment period has finished.

4. In case that one partner decides to terminate the agreement, all partners need to notified by 1 June at the latest. The decision will take effect as of 1 June the year after. A termination by mutual consent is possible. All students and staff who have been already admitted to bilateral exchange projects will be allowed to finish their projects as foreseen. The agreement is open to persons without discrimination according to ethnic background, nationality, creed, sex. Neither the European Comission nor the National Agencies can held responsible in case of a conflict.

F. Information
1. Grading systems of the institutions

EMADRID160: http://www.udima.es/en/international.html

Grades: Equivalence UDIMA-ECTS

UDIMA*	UDIMA	Definition	ECTS Grades
10	**Matricula de Honor**	**Excelente-Excellent** outstanding performance with only minor errors	A

9-9.9	**Sobresaliente**	**Muy Bien-Very Good** above the average standard but with some errors	**B**
7-8.9	**Notable**	**Bien-Good** generally sound work with a number of notable errors	**C**
5-6.9	**Aprobado**	**Suficiente-Satisfactory+ sufficient** fair but with significant shortcoming	**D**
0-4.9	*Suspenso*	*Suspenso-Fail*	*F-FX*

http://www.unimercatorum.it/wp-content/uploads/2015/06/2.CREDIT.pdf

Grades: Equivalence UNIVERSITAS MERCATORUM-ECTS

UNIVERSITAS MERCATORUM	Definition	ECTS Grades
30 Lode - 30	**Outstanding performance**	**A**
29 – 26	**Above the average, some errors**	**B**
25 – 22	**Average performance, notable number of errors**	**C**
21 – 18	**Below the average, significant shortcoming**	**D**
17 – 0	*Fail*	*F-FX*

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
EMADRID160	sara.revilla@udima.es internacional@udima.es	http://ori.udima.es/movilidad-entrante
IROMA34	Patrizia Tanzilli tanzilli@unimercatorum.it	http://www.unimercatorum.it/wp-content/uploads/2015/06/3.WEB-Visa.pdf

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
EMADRID160	sara.revilla@udima.es internacional@udima.es	http://ori.udima.es/movilidad-entrante

Institution [Erasmus code]		
IROMA34	Patrizia Tanzilli tanzilli@unimercatorum.it	http://www.unimercatorum.it/wp-content/uploads/2015/06/3.WEB-Visa.pdf

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
EMADRID160	sara.revilla@udima.es internacional@udima.es	http://ori.udima.es/movilidad-entrante
IROMA34	Patrizia Tanzilli tanzilli@unimercatorum.it	http://www.unimercatorum.it/wp-content/uploads/2015/06/3.WEB-Visa.pdf

G.   SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
IROMA34	Mr Pierfrancesco Pacini Chancellor of Universitas Mercatorum		
EMADRID160	Mrs Ana Landeta Research Development and Innovation Director		

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[7]   Scanned signatures are accepted