# Erasmus+ Programme

## Key Action 1
## – Mobility for learners and staff –
## Higher Education Student and Staff Mobility
# Inter-institutional[1] agreement 2015-20[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) |
|---|---|---|---|
| **Universitas Mercatorum** <br><br> Università Telematica delle Camere di Commercio Italiane | **IRoma34** | Patrizia Tanzilli <br> Administrative Director <br><br> tanzilli@unimercatorum.it <br> Phone: +39 06 7805 2327 | http://www.unimercatorum.it/erasmus-2/ |
| **Universidade Aberta** | **P LISBOA43** | Academic contact person: <br> Prof. João Simão (Department of Social Sciences and Management – Management Section) <br> Joao.Simao@uab.pt <br><br> Erasmus+ contact person: <br> Margarida Carmo <br> Margarida.Carmo@uab.pt <br> Phone: +351 300 002 962 | www.uab.pt <br> 29194-LA-1-2014-1-PT-E4AKA1-ECHE <br><br> http://www2.uab.pt/guiainformativo/indexEN.php <br><br> PIC: 961622402 |

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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<br><br>[Erasmus code of the sending institution] | TO<br><br>[Erasmus code of the receiving institution] | Subject area code* [ISCED] | Subject area name * | Study cycle* | Number of student mobility periods | |
|---|---|---|---|---|---|---|
| | | | | | Student Mobility for Studies<br><br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships* |
| IROMA34 | P LISBOA 43 | | Business management,<br><br>Tourism Sciences,<br><br>Management | 1st,<br><br>1st,<br><br>2nd | 2 x 5 months<br><br>2X 5 months<br><br>2X5 months | 2 x 3 months<br>Upon individual agreemen<br>2X 3months<br>Upon individual agreemen<br>2X 3 months<br>Upon individual agreement |
| P LISBOA43 | IROMA34 | 041 | Business and Administration | 2nd | 2 x 5 months | 2 x 3 months/<br>Upon individual agreement |

*[\*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<br><br>[Erasmus code of the sending institution] | TO<br><br>[Erasmus code of the receiving institution] | Subject area code *<br><br>[ISCED] | Subject area name * | Number of staff mobility periods | |
|---|---|---|---|---|---|
| | | | | Staff Mobility for Teaching<br><br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
| IROMA34 | P LISBOA 43 | | | 2 x 5days | Upon individual agreement |
| P LISBOA43 | IROMA34 | | | 2 x 8 hours | Upon individual agreement |

## 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<br><br>[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<br><br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br><br>[Minimum recommended level: B2] |
| IROMA34 | | Italian | English (just for staff) | B1 | B2 |
| P LISBOA43 | | Portuguese | English (for specific programs) | B1 | B2 |

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

**IROMA34** Universitas Mercatorum is a distance teaching university and offers all its programs 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 Erasmus mobility for study at Universitas Mercatorum.

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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

Incoming students as all Universitas Mercatorum students will attend to their Italian taught 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 program period.

**P LISBOA43**
Although being a distance education institution, Universidade Aberta considers mobility of students and staff one of its core objectives.
In recent years, UAb has hosted foreign students from other European universities who were able to carry out successfully study programmes using the university's e-learning model. Similarly, Universidade Aberta encourages home students to mobility activities abroad, in spite of their specific professional and familiar limitations that distinguish them from conventional universities' students.


## E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|---|---|
| IROMA34 | 30 August | 20 January |
| P LISBOA43 | July | December |

2. **Partner University** will send its decision maximum within 5 weeks.

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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.


## F. Information
### 1. Grading systems of the institutions

**IROMA34**
> http:llwww.unimercatorum.it/wp-contentjuploadsl2ol 5106!2.CREDIT.pdf

### Grades: Equivalence UNIVERSITAS MERCATORUM-ECTS

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

**P LISBOA43**: ECTS is used in all study areas for both incoming and local students.
Universidade Aberta's institutional grading scale: 0 to 20:

| 18 - 20 | Excellent | A |
|---------|-----------|---|
| 16 - 17 | Very Good | B |
| 14 -15 | Good | C |
| 12 - 13 | Satisfactory | D |
| 10 - 11 | Sufficient | E |
| 0-9 | Fail | F |

## 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 |
|---|---|---|
| IROMA34 | tanzilli@unimercatorum.it | http://www.unimercatorum.it/erasmus-2/ |
| P LISBOA43 | gcri@uab.pt | http://www.uab.pt/web/guest/english/the-university |

## 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:

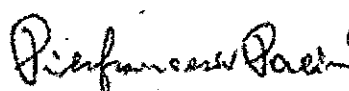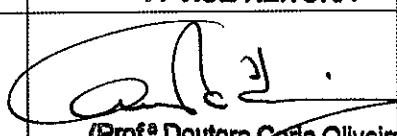| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| IROMA34 | tanzilli@unimercatorum.it | http://www.unimercatorum.it/erasmus-2/ |
| P LISBOA43 | gcri@uab.pt | http://www.uab.pt/web/guest/english/the-university |

## 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 |
|---|---|---|
| IROMA34 | tanzilli@unimercatorum.it | http://www.unimercatorum.it/erasmus-2/ |
| P LISBOA43 | gcri@uab.pt | http://www.uab.pt/web/guest/english/the-university |

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

| Institution [Erasmus code] | Name, function | Date | Signature[7] |
|---|---|---|---|
| IROMA34 | Mr Pierfrancesco Pacini<br><br>Chancellor of Universitas Mercatorum | 27/08/2015 | *Pierfrancesco Pacini*<br>A VICE-REITORA |
| P LISBOA43 | Carla Oliveira<br><br>Vice-Rector for Quality, Evaluation and International Cooperation | 8/9/2015 | *(signature)*<br>(Prof.ª Doutora Carla Oliveira) |

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[7] Scanned signatures are accepted