



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement for the academic courses 2019-20 and 2020-21

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 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 details³ (email, phone)	Website (e.g. of the course catalogue)
UNIVERSIDAD DE VALLADOLID	E VALLADO01	INSTITUTIONAL COORDINATOR PALOMA CASTRO PRIETO Vice-Rector for Internationalization Plaza de Santa Cruz, 8. 47002 Valladolid. SPAIN. email: relint@uva.es ADMINISTRATIVE COORDINATOR ESMERALDA LORENZO FERNÁNDEZ International Relations Office, Casa del Estudiante Real de Burgos s/n, 47011 Valladolid, SPAIN Tel.: +34 983 184919; Fax: +34 983 423748 email: esmeraldaadoracion.lorenzo@uva.es ACADEMIC CONTACT ANA MURCIA CLAVERIA FACULTAD DE COMERCIO ana.murcia@uva.es	

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Universitas Mercatorum Telematic University of Italy Chambers of Commerce	IROMA34	Administrative contact: Dr. Simone Costa and dr. Giulia Cruciani, T.: +39 06 88373300 erasmus@unimercatorum.it Academic contact Dr. Aurora Cavallo, Erasmus Coordinator a.cavallo@unimercatorum.it	www.unimercatorum.it
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B. Mobility numbers⁴ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E VALLADO01	I ROMA34	0421	LAW	1 ST and 2 nd	3 students x 6 months each	-
IROMA34	E VALLADO01	0421	LAW	1 ST and 2 nd	3 students x 6 months each	-

*[*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.]*

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 *
E VALLADO01	I ROMA34	0421	LAW	2 x 1 week	

⁴ 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>)

IROMA34	E VALLADO01	0421	LAW	2 x 1 week	
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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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E VALLADO01	ALL	Spanish		B1(*)	B2
IROMA34		Italian			

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

(*) All incoming students must show evidence of a B1 Spanish language level when registering on-line at University of Valladolid. In case they do not provide any language certification, they will be required to compulsorily attend an intensive Spanish course at the beginning of their stay at the Language Center of our university <http://studyspanishinvalladolid.com>

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

⁵For 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>

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

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 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 organisational 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. Additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E VALLADO01:

Note that students coming to Universidad de Valladolid to 2nd and 3rd level positions (Master and Doctorate Level), will require the acceptance of the Committee of the corresponding Master/ Doctorate as well as the Vice-Rector's.

The institution will intend to provide with the appropriate infrastructure to welcome students and staff with disabilities.

F. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E VALLADO01	April, 30 th	October, 30 th
IROMA34		

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision **within 3 weeks**.
3. A Transcript of Records will be issued by the receiving institution **no later than 4 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]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

G. Information

1. Grading systems of the institutions

E VALLADO01		
Spanish Scale	ECTS Scale	Definition
9.0-10.0 MH- Matrícula de honor	A+	Excellent with Honours
9.0-10.0 SB- Sobresaliente	A	Excellent
8.0-8.9 N- Notable	B	Very Good
7.0-7.9 N- Notable	C	Good
6.0-6.9 A- Aprobado	D	Satisfactory
5.0-5.9 A- Aprobado	E	Sufficient
0.0-4.9 S- Suspenso	FX/F	Fail
NP- No presentado		The student did not sit the exam

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
E VALLADO01	RAQUEL CHICO PAJARES Tel:+34 983 423719; Fax: +34 983 185845 email: seccion.relaciones.internacionales@uva.es	www.relint.uva.es

IROMA34	Erasmus@unimercatorum.it	www.unimercatorum.it
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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
E VALLADO01	RAQUEL CHICO PAJARES Tel:+34 983 423719; Fax: +34 983 185845 email: seccion.relaciones.internacionales@uva.es	www.relint.uva.es
IROMA34	erasmus@unimercatorum.it	www.unimercatorum.it


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
E VALLADO01	RAQUEL CHICO PAJARES Tel:+34 983 423719; Fax: +34 983 185845 email: seccion.relaciones.internacionales@uva.es	www.relint.uva.es
IROMA34	erasmus@unimercatorum.it	www.unimercatorum.it

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
E VALLADO01	PALOMA CASTRO PRIETO Vice-Rector for Internationalization	02/03/2020	
IROMA34	Prof. G. Cannata Rector		