



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional agreement from 2014/2015 to 2020/2021 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	Institutional Contact details (name, address, phone, fax, email) + Other contact relevant to the stipulation of the agreement (if any)	Subject Area Contact details (name, address, phone, fax, email)	Website (eg. of the course catalogue)
ALMA MATER STUDIORUM – UNIVERSITA' DI BOLOGNA	I BOLOGNA01	Giovanna Filippini – Head of International Relations European Mobility Office General Administration – International Relations Division - Via Zamboni 33 – 40126 Bologna Phone: +39 0512088100 Fax: +39 0512086174 E-mail: erasmus@unibo.it	Anna Rita Addressi Facolta' di Scienze della Formazione Phone: +39 051 20 9 1612 Fax: Email: annarita.addressi@unibo.it	www.unibo.it www.unibo. it/CourseUnits
Universidad de Granada	E GRANADA01	Dorothy Kelly, Vicerrector de Relaciones Internacionales e Institucionales Manuel Complejo Admvo. Triunfo, Cuesta del Hospicio s/n E-18071 Granada ESP Phone: 0034 958 249030, Fax: 0034 958 243009 E-mail: intlerasmus@ugr.es OTHER CONTACT: MARÍA LÓPEZ- VALLEJO (VICEDECANATO DE RELACIONES INTERNACIONALES, FACULTAD DE EDUCACIÓN Y HUMANIDADES DE MELILLA) Santander, 1 - Melilla E - 52071 GRANADA SPAGNA Phone: +34605050052	María Á. López Vallejo Calle Santander, 1 52071 Melilla SPAGNA Phone: +34952698722 Fax: +34952691357 E-mail: rr_faedumel@ugr.es	www.ugr.es http://www.ugr. es/pages/estudios

B. Mobility numbers per academic year

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. Each party will take this into consideration when organizing students selection.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Campus	Study cycle [short cycle, 1st, 2nd or 3rd]	Number of students for Studies	
						Total number of students	Months (each) Min. 3 – Max. 12
E GRANADA01	I BOLOGNA01	1	Education	Bologna	1st	2	5
I BOLOGNA01	E GRANADA01	1	Education	GRANADA	1st	2	5

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Campus	Number of staff mobility for Teaching		
					Number of staff members	Duration in weeks (max. 6 weeks)	Number of teaching hours per week (Min. 5)
E GRANADA01	I BOLOGNA01	1	Education	Bologna	2	1	5
I BOLOGNA01	E GRANADA01	1	Education	GRANADA	2	1	5

Termination and modification of the agreement

In case of changes, the partners can amend the agreement (part B) and/or the attached info sheet data, which form an integral part of the agreement, at one academic year written notice, by sending an email to the institutional contact listed in part A. This means that a unilateral decision to modify the agreement must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1. Only in case of change of part B the drawing up/stipulation of a new agreement is required.



The agreement may be terminated by either side at one academic year written notice by sending an email to the institutional contact listed in part A. This means that a unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1.

The participants already nominated by their home university at the date of notice shall be permitted to complete the program.

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

The effective implementation of this agreement is subject to the award of the Erasmus University Charter to each of the participating institutions. Failure to secure a valid Charter by one or both institutions shall result in automatic termination of the agreement.

C. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
I BOLOGNA01	Giovanna Filippini (Head of International Relations)	10/12/2013	
E GRANADA01	Maria Lopez-Vallejo (Vice-dean for International relations)	10/12/2013	

In attachment: Bologna and partner info sheet

¹ Scanned signatures are accepted

BOLOGNA INFO SHEET

Institution: Alma Mater Studiorum - Università di Bologna **Country:** Italy

Erasmus code: IBOLOGNA 01

Website: www.unibo.it

Head of Institution: Prof. Ivano Dionigi (Rector)

LLP/ERASMUS Institutional Coordinator: Prof. Carla Salvaterra (Vice-Rector)

International Relations: Dr. Giovanna Filippini (Head)

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I BOLOGNA01		Italian	English	Italian A2 English B1	

For more details on the language of instruction, see the course catalogue: www.unibo.it/CourseUnits

Additional requirements

Exchange students will normally be permitted to enter courses at I BOLOGNA01 unless these courses are subject to restricted enrolments.

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities www.unibo.it/DisabledStudents.

Calendar

1. Student nominations and applications must reach I BOLOGNA01 by:

Nomination		Application	
Autumn term* [day/month]	Spring term* [day/month]	Autumn term* [day/month]	Spring term* [day/month]
31 July	15 December	////	////

Student nominations must be sent to the following e-mail address: incoming.diri@unibo.it

2. I BOLOGNA01 will send its decision about acceptance to nominated students within five weeks upon receipt of nominations.
3. A Transcript of Records will be issued by I BOLOGNA01 no later than five weeks after student departure.

Information

1. Grading systems of the institutions

The ECTS grading tables of I BOLOGNA01 are available at the following page:
www.unibo.it/ECTSgradingscale

2. Visa

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

3. Insurance

I BOLOGNA01 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

I BOLOGNA01 students are covered by an accident and third party liability insurance.

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

4. Housing

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
Student Accommodation and Information Service (SAIS) Phone number: +39 051 254423 E-mail address: sais@ceur.it	www.sais.ceur.it

PARTNER INFO SHEET

Institution: Universidad de Granada

Country: Spain

Erasmus code: E GRANADA01

Website: www.ugr.es

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:

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]
	Spanish		Spanish B1	Spanish B2

For more details on the language of instruction, see the course catalogue: <http://www.ugr.es/pages/estudios>

Additional requirements

Additional requirements at the University of Granada

UGR Orientation Week is compulsory for incoming students

The University of Granada has the infrastructure to welcome students and staff with disabilities. See <http://ve.ugr.es/pages/sae>

Calendar

1. Student nominations and applications must reach E GRANADA01 by:

Nomination		Application	
Autumn term* [day/month]	Spring term* [day/month]	Autumn term* [day/month]	Spring term* [day/month]
15 June	15 October	15 June	31 October

Notes:

On line nomination system: https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html

Incoming Student Office

Faculty of Communication and Documentation

Office: International Relations

E-mail address: rri_faedumel@ugr.es

Additional E-mail address: vrinternacional@ugr.es

Phone: +34 958 243940

Fax: +34 958 243940

Web site: <http://faedumel.ugr.es> / <http://internacional.ugr.es/>

2. E GRANADA01 will send its decision about acceptance to nominated students within 6 weeks starting from the nomination deadline.

3. A Transcript of Records will be issued by E GRANADA01 no later than 5 weeks after the assessment period has finished at the receiving HEI.

Information

1. Grading systems of the institutions

University of Granada grading system In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: Suspenso (Fail): 0-4.9 - Aprobado (Pass): 5- 6.9 - Notable (Good): 7- 8.9 - Sobresaliente (Very Good): 9- 10 -Matrícula de Honor: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out of 10.

Statistical distribution of grades according to the descriptions in the ECTS users' guide¹² will be available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-decalificaciones>. For mobility where Statistical distribution of grades is not available the University of Granada will apply the conversion table available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>

2. Visa

E GRANADA01 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:

Contact details (email, phone)	Website for information
Office: International Relations and Development Cooperation Office Phone number: Tel: +34 958 249 030 E-mail address: intlinfo@ugr.es	http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain

3. Insurance

E GRANADA01 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

E GRANADA01 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:

Contact details (email, phone)	Website for information
Office: International Relations and Development Cooperation Office Phone number: Tel: +34 958 249 030 E-mail address: intlinfo@ugr.es	http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros

4. Housing

E GRANADA01 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:

Contact details (email, phone)	Website for information
Office: OFICINA DE GESTION DE ALOJAMIENTOS Phone number: 34 958 244072 E-mail address: alojamiento@ugr.es	http://estudiantes.ugr.es/alojamientos3/

5. Further information

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes>