



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2016-2021<sup>2</sup>

### between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Università degli Studi di Milano-Bicocca	I MILANO16	<b>Administrative contact person:</b> Dott.ssa Agnese Cofler, Head of the International Office, via Vizzola 5 - 20126 Milano Phone: +39 02 6448 6452/ 6154; e-mail: <a href="mailto:erasmus.agreement@unimib.it">erasmus.agreement@unimib.it</a>	<a href="http://www.unimib.it">www.unimib.it</a> <a href="http://www.unimib.it/go/45303">http://www.unimib.it/go/45303</a>
		<b>Departmental Coordinator:</b> Prof.ssa Lilia Andrea Teruggi Dept. of Human Sciences for Education Piazza dell'Ateneo Nuovo 1, 20126 Milano Phone: +39 02 6448 4875 Email: <a href="mailto:lilia.teruggi@unimib.it">lilia.teruggi@unimib.it</a>	
Universidad de Granada	E GRANADA01	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel. +34958241990; Fax: +34958243009 <a href="mailto:vrinternacional@ugr.es">vrinternacional@ugr.es</a>	<a href="http://internacional.ugr.es">http://internacional.ugr.es</a>
Facultad de Educación y Humanidades de Melilla	I MILANO16	María Á. López-Vallejo Vice-dean for Students, University Extension and Mobility Faculty of Education and Humanities of Melilla Melilla Santander, 1, 52071 Tel. +34952698722/ Mob.: +34605050052 <a href="mailto:rrii_faedumel@ugr.es">rrii_faedumel@ugr.es</a> / <a href="mailto:yerma111@ugr.es">yerma111@ugr.es</a>	<a href="http://faedumel.ugr.es">http://faedumel.ugr.es</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.



## B. Mobility numbers<sup>5</sup> 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 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I MILANO16	E GRANADA01	011	Education	1 <sup>st</sup> , 2 <sup>nd</sup>	3 x 9 months each	-
E GRANADA01	I MILANO16	011	Education	1 <sup>st</sup> , 2 <sup>nd</sup>	3 x 9 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 2013]	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 *
I MILANO16	E GRANADA01	011	Education	2/1 week	-
E GRANADA01	I MILANO16	011	Education	2/1 week	-

## 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I MILANO16		Italian		Italian B1 or compulsory Italian course (for exemptions see our Info factsheet)	
E GRANADA01		Spanish	English	B1	B1

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

<sup>5</sup> 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>)

<sup>6</sup> 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

[To be completed if necessary, other requirements may be added 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]

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

### Students and staff with disabilities

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>I MILANO16</b>	<b>Disabled students bureau</b> Piazza dell'Ateneo Nuovo 1- Building U6, ground floor, IT-20126 Milano e-mail: <a href="mailto:info.disabili.dsa@unimib.it">info.disabili.dsa@unimib.it</a>	<a href="http://www.unimib.it/go/45156/Home/English/ME%20NU-HOME/Services-Facilities/Assistance-for-disabled-students">http://www.unimib.it/go/45156/Home/English/ME NU-HOME/Services-Facilities/Assistance-for- disabled-students</a>
<b>E GRANADA01</b>	Social Care Unit E-mail: <a href="mailto:atencionsocial@ugr.es">atencionsocial@ugr.es</a>	<a href="http://ve.ugr.es/pages/sae/atencion_social?lang=en">http://ve.ugr.es/pages/sae/atencion_social?lang=en</a>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>I MILANO16</b>	Duration of Autumn term: 30 September- 28 February Exams from 1 December to 28 February Arrival from 15 September to 5 October	Duration of Spring term 1 March- 31 July Exams from 1 June to 30 July and from 1 September to 30 September Arrival from 15 February to 5 March
<b>E GRANADA01</b>	Duration of Autumn term: 20 September-20 January Exams: 23 of January-11 February	Duration of Spring term: 13 February-2 June Exams: 3 June-23 June

#### **I MILANO16:**

- ♦ The exams registration procedure is completely on line: students must register every time they want to take an exam, otherwise the grade will not appear on their online booklet and consequently it won't be written them on the Transcript of Records. Information on how to register for exams will be given by the International Mobility Office.
- ♦ Incoming teaching staff must be individually accepted by the agreement's promoter School/Department.
- ♦ Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.

#### **E GRANADA01:**

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>I MILANO16</b>	Deadline nomination: 20 May Deadline documents: 15 June	Deadline nomination: 20 October Deadline documents: 15 November
<b>E GRANADA01</b>	JUNE	OCTOBER

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

2. **I MILANO16:** The receiving institution will send its decision within 6 weeks.  
**E GRANADA01:** The receiving institution will send its decision within ~~xx~~ weeks.

3. **I MILANO16:** Transcript of Records will be issued by the University of Milano-Bicocca starting from 1<sup>st</sup> of March (Autumn term) and 1<sup>st</sup> of October (Spring term).

No partial Transcript of Records will be issued.

**E GRANADA01:** A Transcript of Records will be issued by the receiving institution no later than [xx] 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."]*

## F. Information

### 1. Grading systems of the institutions

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

**I MILANO16:** <http://www.unimib.it/go/46597/Home/English/MENU-DX/International-Programs/Erasmus/FAQ>

**I MILANO16** is partner in the EGRACONS Project (<http://egracons.eu>)

**E GRANADA01:** [...] <http://internacional.ugr.es>

### 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
<b>I MILANO16</b>	International Mobility Office Via Vizzola 5 -20126 Milano Phone: +39 02 6448 6452; e mail <a href="mailto:incoming.erasmus@unimib.it">incoming.erasmus@unimib.it</a>	<a href="http://www.unimib.it">http://www.unimib.it</a>
<b>E GRANADA01</b>	International Relations Office e-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a> ; Tel.: +34958249030	<a href="http://internacional.ugr.es/pages/perfiles/estudiantes/estudiantes_int">http://internacional.ugr.es/pages/perfiles/estudiantes/estudiantes_int</a>

<sup>7</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.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
<b>I MILANO16</b>	Ufficio per le Problematiche Assicurative Piazza dell'Ateneo Nuovo 1- Building U6, IV floor, IT-20126 Milano e-mail: <a href="mailto:ufficio.assicurazioni@unimib.it">ufficio.assicurazioni@unimib.it</a> .	<a href="http://www.unimib.it/go/47515/Home/English/MENU-HOME/Services-Facilities/Campus-Insurance">http://www.unimib.it/go/47515/Home/English/MENU-HOME/Services-Facilities/Campus-Insurance</a> ;
<b>E GRANADA01</b>	International Relations Office E-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a> Tel.: +34958249030	<a href="http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros">http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros</a>





### 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
<b>I MILANO16</b>	Unimib offers accommodation to foreign students as a part of the Erasmus European Community Programme	<a href="http://www.unimib.it/go/45154/Home/English/MENU-HOME/Services-Facilities/University-Accommodation">http://www.unimib.it/go/45154/Home/English/MENU-HOME/Services-Facilities/University-Accommodation</a>
<b>E GRANADA01</b>	Vice-dean for Students, University Extension and Mobility	<a href="http://estudiantes.ugr.es/alojamientos3/">http://estudiantes.ugr.es/alojamientos3/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
<b>I MILANO16</b>	On behalf of the Pro-Rector of Internationalization, PROF. ANDREA BIONDI  <b>Dott.ssa Agnese Cofler, Head of the International Office</b>		 
<b>E GRANADA01</b>	Alicia Benarroch Benarroch Dean of the Faculty of Education and Humanities of Melilla	11-7-2016	 

<sup>8</sup> Scanned signatures are accepted