|  |  |
| --- | --- |
|  | PARTNER UNIVERSITY LOGO |

**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1**

**Learning Mobility for Higher Education Students and Staff**

**among EU Member States and third countries associated to the Programme [[1]](#footnote-1)**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organization and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |  |
| --- | --- | --- |
| Timeframe | Academic Year\* | Call Year\* |
| Start of validity | [2022/2023] | [2022] |
| End of validity | [2028/2029] | [2027] |

**A. Information about the higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)**  **(email, phone)** | **Websites**  **( General/Faculties/ Course catalogue)** |
| Università degli Studi di Napoli Federico II | I NAPOLI01 | Marta Maciocia, International Office, Corso Umberto I, 40 80138 Napoli (IT) **Phone:** +39-081-2537579;  email: incoming@unina.it;  [international@unina.it](mailto:international@unina.it)  **Departmental Coordinator Name:** | www.unina.it |
| Partner Institution code |  | **Departmental Coordinator Name:** |  |

**B. Mobility numbers[[3]](#footnote-3) per academic year**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  [Erasmus code of the sending institution] | **TO**  [Erasmus code of the receiving institution] | ***Subject area code*** *(optional)\** [ISCED] | ***Subject area name*** (optional)\* | ***Field of education –Clarification*** (optional) | ***Study cycle [6;7;8 EQF ]*** (optional)\* | **Number of student mobility periods** | | | |
| Student Mobility for Studies  [total number of students**]** | Student mobility for Studies  [total number of months] | *Student Mobility for Traineeships*  *(optional) \**  [total number of students**]** | *Student Mobility for Traineeships*  *(optional) \**  [total number of months] |
| I NAPOLI  01 | Partner Institution code | Cfr tabella: <http://www.unina.it/documents/11958/7830209/CodiciAreeDisciplinari_Up02_050914.pdf> | Cfr tabella: <http://www.unina.it/documents/11958/7830209/CodiciAreeDisciplinari_Up02_050914.pdf> |  |  |  |  |  |  |
| Partner Institution code | I NAPOLI01 |  |  |  |  |  |  |  |  |

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code (optional)\** [ISCED]** | ***Subject area name (optional)\**** | **Number of staff mobility periods** | | | |
| Staff Mobility for Teaching  *[total number of staff]* | Staff Mobility for Teaching  *[total number of days ]* | *Staff Mobility for Training (optional)\* [total number of staff]* | *Staff Mobility for Training (optional)\**  *[total number of days]* |
| I NAPOLI01 | Partner Institution code |  |  |  |  |  |  |
| Partner Institution code | I NAPOLI01 |  |  |  |  |  |  |

**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[[4]](#footnote-4)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| I NAPOLI01 |  | Italian | English | IT-B1 | EN-B2; IT-B2 |
| Partner Institution code |  |  |  |  |  |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| I NAPOLI01 | June 15th | November 30th |
| Partner Institution code |  |  |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| I NAPOLI01 | June 15th | November 30th |
| Partner Institution code |  |  |

**Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| I NAPOLI01 | David De Simone, International Office, Corso Umberto I, 40 80138 Napoli (IT) **Phone:** +39-081-2537101; **Fax:** +39-081-2537110;  email: [incoming@unina.it](mailto:incoming@unina.it)  [david.desimone@unina.it](mailto:david.desimone@unina.it) | www.international.unina.it/erasmus |
| Partner Institution code |  |  |

**E. Additional requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Requirement** | **Details** | **Website for information (if applicable)** |
| I NAPOLI01 | none | none | www.international.unina.it |
| Partner Institution code |  |  |  |

I NAPOLI01. *See point 4. Additional Information.*

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available infrastructure adjusted for people with:** | **Description of infrastructure (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| I NAPOLI01 | - Reduced mobility  - Hearing impairments  - Visual impairments  - … |  |  | <http://www.sinapsi.unina.it/home> |
| Partner Institution code |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available support services for people with:** | **Description of support services (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| I NAPOLI01 | - Reduced mobility  - Hearing impairments  - Visual impairments  - … |  |  | <http://www.sinapsi.unina.it/home> |
| Partner Institution code |  |  |  |  |

**F. Information**

**1. 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** |
| I NAPOLI01 | **International Students Union**  International Welcome Desk  Largo Santa Maria La Nova, 12, 80138 Napoli  Tel.: +39/0810482669; mob.: 393245947719  Email: [internationalwelcomedesk@unina.it](mailto:internationalwelcomedesk@unina.it); [accomodation@unina.it](mailto:accomodation@unina.it) | <http://www.isu-services.it/it/universities/universita-degli-studi-di-napoli-federico-ii> |
| Partner Institution code |  |  |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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** |
| I NAPOLI01 | **Email:** international@unina.it **Phone:** +39-081-2537 101/579 |  |
| Partner Institution code |  |  |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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** |
| I NAPOLI01 | **Email:** international@unina.it **Phone:** +39-081-2537108/101/579 |  |
| Partner Institution code |  |  |

**4. Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Information on recognition process / other useful information:** | **Contact details**  **(email, phone)** | **Website for information** |
| I NAPOLI01 | **National Grading System**  Each course is graded on a scale from 1 to 30, with 18 and 30 e lode (30 cum laude) as a minimum and maximum pass grade, respectively. Some exams can be evaluated by pass (superato o idoneo) or by sufficient (sufficiente), good (buono), excellent (eccellente o ottimo).  **Credits** (1 credit = 25 hours total work)  1 full academic year = 60 credits  1 semester = 30 credits  A percentage grading distribution will be provided to each Transcript of Records, according to the single class degree and the average of the last three years. |  |  |
| Partner Institution code |  |  |  |

**PARTNER INSTITUTION**

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]*

**I NAPOLI01**

2. The University of Naples Federico II does not send a formal acceptance letter except for all Erasmus students that need a visa, who will receive an acceptance letter to obtain it. Students whose candidatures are rejected will be informed within 5 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the University of Napoli Federico II. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

Application procedure: [Erasmus and Exchange students. – International Unina](http://www.international.unina.it/erasmus/)

**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. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| I NAPOLI01 | *The Erasmus University Coordinator*  Valeria Costantino |  |  |
| Partner Institution code |  |  |  |

1. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>) [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)