



Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 20[21]-20[27]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITA DEGLI STUDI DI MESSINA	MESSINA01	<p>Dott. Giuseppe Lucchese, PhD Head of Organisational Unit International Mobility glucchese@unime.it</p> <p>Prof. N. Micale - nmicale@unime.it Departmental Coordinator of the Erasmus Programmes</p> <p>Department of Chemical, Biological, Pharmaceutical and Environmental Sciences</p>	<p>https://www.unime.it/ https://international.unime.it/</p> <p>https://www.unime.it/it/dipartimenti/chibiofarmaceutica</p>
Universidad Complutense de Madrid	E MADRID03	<p>Dr. Nieves Sánchez Bilateral Agreements Oficina Erasmus Edificio de Estudiantes Avda. Complutense, s/n Ciudad Universitaria 28040 Madrid España rrinter@ucm.es</p> <p>Departmental Coordinator: International Coordinator, Faculty of Pharmacy Prof. Pilar Gómez Ramón y Cajal s/n 28040, Madrid +34913941717 erasfarm@ucm.es</p>	<p>http://www.ucm.es</p> <p>http://farmacia.ucm.es/grado-en-farmacia</p>

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁷ 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 or city of the sending institution]	TO [Erasmus code or city 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 [total number of months of the study periods or average duration*]
I MESSINA01	E MADRID03	0916 721	Pharmacy Food Processing	2 nd 1 st	2x 20 months	2 x 8 months**
E MADRID03	I MESSINA01	0916 721	Pharmacy Food Processing	2 nd 1 st	2x 20 months	2 x 8 months**

[*Optional: subject area code & name and study cycle are optional.]

**To take place in the period September-December, please ask before since the number of places available at pharmacies/hospitals is limited.

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 *
I MESSINA01	E MADRID03	0916	Pharmacy	2x 5 days each	2x 5 days each

⁷ 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>)

		721	Food processing		
E MADRID03	I MESSINA01	0916	Pharmacy	2x 5 days each	2x 5 days each
		721	Food processing		

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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I MESSINA01		Italian	English	B1	B2
E MADRID03	Pharmacy Food processing	Spanish		B1 C1 for Master and Students in traineeship	B2 Spanish/English

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

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

⁸ 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>

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 added on academic or organisational aspects, e.g. the selection criteria for students and staff; agreement on how to use organisational support funds; 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 MADRID03

- *The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection.*
- *Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. <https://www.ucm.es/oipd> or <https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities->*
- *Staff Mobility for Training and for Teaching: Complutense University welcomes applications from foreign Staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accept a staff visitor. Applications must be sent to rrinter@ucm.es at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during Summer (i.e. July-August) in the Academic year.*
- *Master level students (2nd cycle) must in general have passed 240 ECTS credits. However, some Master students having passed only 180 ECTS may be accepted in Master level courses if their background is solid and approved by the master's coordinator. Students will provide the following documents to the International Relations office of corresponding Faculty/School: CV, transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator.*
- *Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability. For stays in pharmacies/ hospital a good command of the Spanish language is required. A C1 is required please NB that this places have a limited number so ask before applying.*
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- *PhD students need to send a master certificate to the International Relations office of corresponding Faculty/School. . PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.*
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- *It is **not possible** for student to hand-in their final MA/PhD Thesis at the host institution. **Final theses need to be graded by the home institution.***
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- *Full time credit load at UCM: Students will be awarded ECTS credits when they have passed the assessments corresponding to the courses to which ECTS credits are allocated.*
 - *1 full academic year= 60 credits*

- 1 semester= 30 credits
- 1 term/ trimester= 15 credits

The institution will provide support to incoming mobile participants with special needs, 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:

I MESSINA01

Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
<ul style="list-style-type: none"> - Reduced mobility - Hearing Impairments - Visual impairments - 		servizi.dd@unime.it	https://international.unime.it/services-and-facilities/disabled-students-services/

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
I MESSINA01	15 June	15 November
E MADRID03	https://www.ucm.es/plazos-deadlines-erasmus Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)	

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

2. The receiving institution will send its decision 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 receiving HEI.
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 2021 will only take effect as of 1 September 2022+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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. 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 MESSINA01

<https://www.unime.it/it/international/ects-e-diploma-supplement-0>

E MADRID03: <http://www.ucm.es/sistema-de-evaluacion>

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 or city]	Contact details (email, phone)	Website for information
I MESSINA01	erasmus@unime.it	https://international.unime.it/
E MADRID03	rrinter@ucm.es	<i>Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay. For details please visit: https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante https://www.ucm.es/english/visa</i>

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 or city]	Contact details (email, phone)	Website for information
I MESSINA01	erasmus@unime.it	https://international.unime.it/
E MADRID03	Health insurance is obliged. EU-inhabitants: European Health Insurance Card (= blue card) Non-EU: a copy of your application for health insurance in Spain Traineeships: A civil liability insurance is mandatory	http://europa.eu/youreurope/citizens/health/index_en.htm https://www.ucm.es/english/madrid-healthcare-system-1


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 or city]	Contact details (email, phone)	Website for information
I MESSINA01	erasmus@unime.it	https://international.unime.it/services-and-facilities/housing/
E MADRID03		https://www.ucm.es/english/housing-agencies

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
I MESSINA01	Prof. Salvatore Cuzzocrea Rector		
E MADRID03	Prof. Dámaso López Vicerrector de Relaciones Internacionales TEL:+34 91 394 6957 FAX:+34 91 394 6956	01/07/2020	

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

