



Universidad de Cádiz  Oficina de Relaciones Internacionales  Paseo Carlos III, 3  E-11003 Cádiz  Spain	E CADIZ01	Regina Stork  Bilateral Agreements  Tel: +34 956 015 761  e-mail:  <a href="mailto:regina.stork@uca.es">regina.stork@uca.es</a>	<a href="http://www.uca.es">http://www.uca.es</a>   <a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>
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## B. Mobility numbers 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 <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*]	COORDINATOR  Contact details
E CADIZ01	MESSINA01	0488	Business Administration and Law	1	2 x 6 (sum=12)	PULIDO BEGINES, JUAN LUIS  jluis.pulido@uca.es
MESSINA01	E CADIZ01	0488	Business Administration and Law	1	2 x 6 (sum=12)	MARINO, ADELE  admarino@unime.it

*[\*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 Staff Mobility for Training *  [total number of days of teaching periods or average duration *]	
E CADIZ01	I MESSINA01	0488	Business Administration and Law	1 x 5 days	1 x 5 days
I MESSINA01	E CADIZ01	0488	Business Administration and Law	1 x 5 days	1 x 5 days

### 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  Student Mobility for Studies Staff Mobility for Teaching  Minimum recommended level: B1. Minimum recommended level: B2	
E CADIZ01	All areas	ES		B1	B2
I MESSINA01	All areas	IT	EN (if English subjects are offered)	B1	B2

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

## D. Additional requirements

### I MESSINA01

Students should highlight any disabilities at application stage so that their needs and requirements can be addressed and the right support assured prior to their acceptance. The University of Messina ensures support to both local and visiting students and staff with disability.	For any further information, see: <a href="http://relint.unime.it/en/mobilita-in-entrata/">http://relint.unime.it/en/mobilita-in-entrata/</a>
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### E CADIZ01

Web Incoming	<a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>
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## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E CADIZ01	May, 31	October, 31
I MESSINA01	15 <sup>th</sup> May - nomination 30 <sup>th</sup> May - Application	15 <sup>th</sup> October - nomination 30 <sup>th</sup> October - Application

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

2. The receiving institution will send its decision within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **JULY** of students of the whole academic year and **MARCH** for students of the first semester, **SEPTEMBER**, if the student present in exams of **SEPTEMBER** 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

## I MESSINA01

Web Incoming	<a href="http://relint.unime.it/it/internazionalizzazione/diploma-supplement/">http://relint.unime.it/it/internazionalizzazione/diploma-supplement/</a>
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## E CADIZ01

Web Incoming	<a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>
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### 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 CADIZ01	David Sanchez Cabrera <a href="mailto:David.cabrera@uca.es">David.cabrera@uca.es</a>	<a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>
I MESSINA01	Erasmus Mobility Unit Via. Consolato del Mare - 41 Messina - Italy +39 090 676 8534/8531/8320 <a href="mailto:erasmus@unime.it">erasmus@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/studio/erasmus-studio/">http://relint.unime.it/en/mobilita-in-entrata/studio/erasmus-studio/</a>  See compulsory fulfillments in the Erasmus Handbook- Italian immigration rules.

### 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 CADIZ01	David Sanchez Cabrera <a href="mailto:David.cabrera@uca.es">David.cabrera@uca.es</a>	<a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>

I MESSINA01	Erasmus Mobility Unit Via. Consolato del Mare - 41 Messina - Italy +39 090 676 8534/8531/8320 erasmus@unime.it	<a href="http://relint.unime.it/en/mobilita-in-entrata/studio/erasmus-studio/">http://relint.unime.it/en/mobilita-in-entrata/studio/erasmus-studio/</a>  See compulsory fulfillments in the Erasmus Handbook
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#### **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 CADIZ01	<a href="mailto:alojamiento@uca.es">alojamiento@uca.es</a>  +34 956 015 619	<a href="http://www.uca.es/atencionalumnado/alojamiento">http://www.uca.es/atencionalumnado/alojamiento</a>
I MESSINA01	Erasmus Mobility Unit Via. Consolato del Mare - 41 Messina - Italy +39 090 676 8534/8531/8320 erasmus@unime.it	<a href="http://relint.unime.it/en/mobilita-in-entrata/studio/erasmus-studio/">http://relint.unime.it/en/mobilita-in-entrata/studio/erasmus-studio/</a>  See compulsory fulfillments in the Erasmus Handbook

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

Institution [Erasmus code]	Name, function	Date	Signature
E CADIZ01	D. Juan Carlos García Galindo	30/11/2016	
I MESSINA01	Prof. Pietro Navarra, Rector	27.12.2016 