



## Erasmus+ Programme, Inter-institutional agreement 2017/18-2020/21

between programme countries. Key Action 1

### Mobility for learners and staff – Higher Education, Student and Staff Mobility

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 (email, phone)	Website (eg. of the course catalogue)
Universidad Complutense de Madrid	<b>E MADRID03</b>	<p><b>Institutional Coordinator</b> Prof. Isabel Durán Vicerrectora de Relaciones Internacionales</p> <p>Dr. Nieves Sánchez <b>Bilateral Agreements</b> Oficina Erasmus Pabellón de Gobierno Isaac Peral s/n 28015 Madrid España <b>Departmental coordinator</b> Vicedecano de Relaciones Internacionales José Maria Coello de Portugal <a href="mailto:erasmjur@ucm.es">erasmjur@ucm.es</a></p> <p>Dpto Derecho Constitucional Prof.a Maria Luisa Villamarin Lopez <a href="mailto:mlvillamarin@der.ucm.es">mlvillamarin@der.ucm.es</a></p>	<p><a href="http://www.ucm.es">http://www.ucm.es</a></p> <p><a href="http://derecho.ucm.es">http://derecho.ucm.es</a></p>
Università degli Studi di Messina	<b>I MESSINA01</b>	<p><b>Institutional Coordinator</b> Dott. Giuseppe Lucchese International Relations Organisational Unit Piazza S.Pugliatti, 1 98122 Messina Italy Phone: +39 090 6768534 E-mail: <a href="mailto:erasmus@unime.it">erasmus@unime.it</a></p> <p><b>Departmental Coordinator</b> Prof. Stefano Ruggeri Department of Law E-mail: <a href="mailto:steruggeri@unime.it">steruggeri@unime.it</a></p>	<p><a href="http://www.unime.it">http://www.unime.it</a></p> <p>Course Catalogue <a href="http://www.unime.it/dipartimenti/giurisprudenza/offerta">http://www.unime.it/dipartimenti/giurisprudenza/offerta</a></p>

## B. Mobility numbers per 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.

### Student Mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> )	Total Number of students/Total number of months
					Student Mobility for Studies
E MADRID03	I MESSINA01	0421	LAW	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	2 X 10 months (20 months) 1 X 5 months
I MESSINA01	E MADRID03	0421	LAW	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	2 X 10 months (20 months) 1 X 5 months

### Staff Mobility for Teaching

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days
				Staff Mobility for Teaching STA
E MADRID03	I MESSINA01	0421	LAW	2 x 7 days
I MESSINA01	E MADRID03	0421	LAW	2 x 7 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Language Staff Mobility	Recommended language of instruction level	
					Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching
E MADRID03		Spanish			B1 C1 for Master	B2
I MESSINA01		Italian	English	English (teachers / staff)	B1	B2

## D. Additional requirements

### 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](mailto: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 (2<sup>nd</sup> cycle) 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*
- *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.*
- *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.***
- *Full time credit load at each 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*

#### I MESSINA01

The University of Messina welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please see the following link: [http://www.unime.it/sezione\\_disabili/](http://www.unime.it/sezione_disabili/)

## E. Calendar

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

Receiving institution	Winter term [Sept / Jan] or one academic year	Summer term [Feb / May]
E MADRID03	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a> Partner institutions should send nominations using the Moveon e-Nomination system ( <a href="http://www.moveonnet.eu/myinstitution/enomination">www.moveonnet.eu/myinstitution/enomination</a> )	
I MESSINA01	Nomination deadline: May 15 <sup>th</sup> Application Form: May 30 <sup>th</sup>	Nomination deadline: October 15 <sup>th</sup> Application Form: October 30 <sup>th</sup>

#### E MADRID03

**I MESSINA01**

For more info see:

- o <http://relint.unime.it/en/mobilita-in-entrata/>
- o <http://relint.unime.it/en/mobilita-in-entrata/studio/>

**F. Information****1. Grading systems of the institutions****E MADRID03**<http://www.ucm.es/sistema-de-evaluacion>**I MESSINA01**<http://relint.unime.it/en/internazionalizzazione/diploma-supplement/><http://relint.unime.it/files/2012/09/Tabelle-di-Conversione-voti-con-il-sistema-ECTS-DM270-04.pdf>**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>E MADRID03</b>	<a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a>	<a href="https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante">https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante</a> <a href="https://www.ucm.es/english/visa">https://www.ucm.es/english/visa</a>
<b>I MESSINA01</b>	<a href="mailto:erasmus@unime.it">erasmus@unime.it</a>	<a href="http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf">http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf</a> (see Compulsory fulfillments-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
<b>E MADRID03</b>	Health insurance is obliged. <b>EU-inhabitants:</b> European Health Insurance Card (= blue card) <b>Non-EU:</b> a copy of your application for health insurance in Spain  <b>Traineeships:</b> A civil liability insurance is mandatory	<a href="http://europa.eu/youreurope/citizens/health/index_en.htm">http://europa.eu/youreurope/citizens/health/index_en.htm</a> <a href="https://www.ucm.es/english/madrid-healthcare-system-1">https://www.ucm.es/english/madrid-healthcare-system-1</a>




<b>I MESSINA01</b>	<a href="mailto:erasmus@unime.it">erasmus@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a> (see Health insurance)
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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
<b>E MADRID03</b>	<a href="mailto:alojaiamentoenlaucm@ucm.es">alojaiamentoenlaucm@ucm.es</a>	<a href="http://www.ucm.es/housing">http://www.ucm.es/housing</a>
<b>I MESSINA01</b>	<a href="mailto:erasmus@unime.it">erasmus@unime.it</a>	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a> (see Accommodation and meals)

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

Institution	Name function	Date	Signature <sup>1</sup>
<b>E MADRID03</b>	<b>Prof. Isabel Durán</b> Vicerrectora de Relaciones Internacionales TEL +34 91 394 6957 FAX +34 91 394 6956	24/01/2017	
<b>I MESSINA01</b>	<b>Prof. Pietro Navarra</b> Rector	31/01/2017	 

<sup>1</sup> Scanned signatures are accepted