

Erasmus+ Programme

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

Inter-institutional agreement 2018-21 between programme countries

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)
Cardiff University School of Modern Languages	UK CARDIFF01	Erasmus+ Office Erasmus@cf.ac.uk +44(0)2920 879044 School of Modern Languages mlang-erasmus@cardiff.ac.uk	http://www.cardiff.ac.uk/for/prospective/international/erasmus.html http://www.cardiff.ac.uk/modern-languages/courses/erasmus
Univerisita degli Studi di Messina	I MESSINA01	Dott. Giuseppe Lucchese Institutional Coordinator Head of Unità Organizzativa Relazioni Internazionali P.zza Pugliatti 1, 98122	http://www.unime.it/it/international

		Messina ~ ITALY glucchese@unime.it erasmus@unime.it Academic Coordinator Prof. ssa Stefania Taviano Dept. of Ancient and Modern Civilizations staviano@unime.it	http://www.unime.it/it/dipartimenti/dicam
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B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
UK CARDIFF01	I MESSINA01	0230	Translation	1 st	4 x 5 months	-
I MESSINA01	UK CARDIFF01	0230	Translation	1 st	4 x 5 months	-

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
UK CARDIFF01	I MESSINA01	0230	Translation	1 x 5 days	
I MESSINA01	UK CARDIFF01	0230	Translation	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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
UK CARDIFF01	English	-	B1	B2
I MESSINA01	Italian	English	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

UKCARDIFF01

Incoming student are required to take 120 Cardiff credits is visiting for the whole year. 80 of these must be taken in the School of Modern Languages. This is pro rata for students visiting for one semester.

A comprehensive Induction Programme for all incoming Erasmus students is organised by the International Office. For students beginning their studies in September, the induction programme consists of a two week programme of events directly before students begin their studies. For students beginning their studies in January, the induction programme consists of a one week programme of events directly before students begin their studies. The induction programme is designed to give students the best possible start to their time at Cardiff, offering them assistance with practical issues, as well as including a range of social events to help students settle in. Students can receive assistance with online enrolment, collecting their ID card, opening a bank account as well as accommodation issues, choosing modules and joining a society or sports club.

Part-session Erasmus students are offered additional housing advice and support and are encouraged to arrive early to make use of the one week temporary accommodation that is available for them while they look for a private residence. A housing talk which includes support services from across the University and housing advice sessions are also organised for part-session Erasmus students.

All arrival information for incoming students can be found in the following link:

<http://www.cardiff.ac.uk/for/prospective/international/coming-to-cardiff.html>

Staff and students with disabilities can obtain information about the support available at Cardiff University at: <http://www.cardiff.ac.uk/dysl/index.html>

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.

E. Calendar

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

Receiving institution	Autumn term*	Spring term*
UK CARDIFF01	March	September
I MESSINA01	June, 30 th	November, 30 th

2. The receiving institution will send its decision within 2 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

Either party may terminate this Agreement:

- (a) by giving to the other not less than one academic years' notice in writing;
- (b) with immediate effect by notice in writing if the other party commits a material breach (which may consist of a series of minor breaches) of the terms of this Agreement;
- (c) with immediate effect by notice in writing if the other party is subject to a change of control, becomes insolvent, is unable to pay its debts as and when due or otherwise ceases to exist.

If notice of termination has been given under this clause, the parties shall:

- (d) agree in writing a mechanism for ensuring that students are able to complete their studies at the Host Institution or other suitable institution;
- (e) agree in writing a timetable for the return of Visiting Members of Staff to their Home Institution;
- (f) cease to promote or market the inter-institutional agreement and not register any new students.

The parties shall attempt to resolve in good faith any dispute arising between them out of the operation of this Agreement. If the dispute cannot be resolved informally, it shall be referred to a senior post-holder within each institution.

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

a. UKCARDIFF01

Student assessments are graded individually (0-100) against mark schemes and/or assessment criteria appropriate for the task being undertaken. Classified awards are calculated on a final mark, this being based on a weighted average of all of the module/unit marks achieved by students at CQFW level 5 and above. Degrees are classified against the bands indicated in the table below. Further information on the Regulations used to assess and award degrees can be accessed via: <http://learning.cf.ac.uk/quality/assessment/processing-results/>.

Final Mark	Degree Classification
70% +	First Class Honours
60% < 70%	Second Class Honours, Division I (2:1)
50% < 60%	Second Class Honours, Division II (2:2)
40% < 50%	Third Class Honours
< 40%	Fail

Further information on the distribution and spread of classified awards between academic schools can be accessed at:

<http://www.cardiff.ac.uk/for/resource/15435.45607.file.eng.pdf>

I MESSINA01

Please refer to: <http://www.unime.it/it/international/ects-e-diploma-supplement>

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	Contact details (email, phone)	Website for information
UK CARDIFF01	Erasmus@cf.ac.uk +44 (0)2920 870432	http://www.cardiff.ac.uk/for/prospective/international/coming-to-cardiff/before-you-arrive/visas-and-immigration.html
I MESSINA01	Erasmus Mobility Unit Via. Consolato del Mare - 41 Messina - Italy	See compulsory fulfillments in the Erasmus Handbook- Italian immigration rules. https://www.unime.it/sites/default/files/INCOMING%20-%20Erasmus%20Students%20Handbook%202018.pdf

	+39 090 676 8534/8531/8320 erasmus@unime.it	
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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. When acting as the sending institution, Cardiff University will advise outbound participants (staff and students) to obtain the European Health Insurance Card (where participants are eligible) and will provide its outbound participants (staff and students) with access to comprehensive travel insurance cover for the period of their time abroad. When acting as the sending institution, Cardiff University expects partners to have in place appropriate liability policies which will indemnify incoming exchange students if any loss, damage or injury is caused by or to them when acting under the partner's supervision or control. If the receiving institution is unable to effect such liability insurance, it is for Cardiff University to decide whether the receiving institution has adequate resources available to cover a liability claim should the placement go ahead. This will be decided on a case by case basis.

The receiving institution will inform mobile participants of cases in which medical and third party liability insurance cover is not automatically provided. When acting as the receiving institution, Cardiff University will provide incoming participants with written guidance advising them to obtain the European Health Insurance Card (where applicable) before they leave their home country and comprehensive travel insurance cover for the whole of their stay in the UK. Cardiff University's liability insurance will indemnify incoming Erasmus students studying at Cardiff if any loss, damage or injury is caused by or to them when acting under our supervision or control up to an indemnity limit of £50m.

Institution	Contact details (email, phone)	Website for information
UK CARDIFF01	Erasmus@cf.ac.uk +44(0)2920 870432	http://www.cardiff.ac.uk/fince/servicesstaff/corporatefinancialservices/insurancetravel/insurance-travel.html
I MESSINA01	Erasmus Mobility Unit Via. Consolato del Mare - 41 Messina - Italy +39 090 676 8534/8531/8320 erasmus@unime.it	See compulsory fulfillments in the Erasmus Handbook- https://www.unime.it/sites/default/files/INCOMING%20-%20Erasmus%20Students%20Handbook%202018.pdf

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	Contact details (email, phone)	Website for information
UK CARDIFF01	Erasmus@cf.ac.uk +44(0)2920 870432	http://www.cardiff.ac.uk/for/prospective/international/erasmus/accommodation.html
I MESSINA01	Erasmus Mobility Unit Via. Consolato del Mare - 41 Messina - Italy +39 090 676 8534/8531/8320 erasmus@unime.it	See further informations in the Erasmus Handbook https://www.unime.it/sites/default/files/INCOMING%20-%20Erasmus%20Students%20Handbook%202018.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
UK CARDIFF01	Ms Annika Axelsen, Erasmus Coordinator	10/08/2018	 
I MESSINA01	Prof. Salvatore Cuzzocrea, Rector	26.09. 2018	