



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² between programme countries [Minimum requirements]³

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 Erasmus code	Institutional Coordinator	Academic Coordinator	Contact person ⁴ (email, phone)
Università degli Studi della Tuscia I VITERBO 01		Prof. Cristina Rosa Prof. Cristina Rosa DISTU department rosacristina@unitus.it	Dr. Carlo Contardo – Head of Mobility and International Cooperation Office ✉ Università degli Studi della Tuscia di Viterbo – via S. Maria in Gradi 4 – 01100 Viterbo – Italy ☎ + 39 0761 357916 ☎ + 39 0761 357524 ✉ carlocontardo@unitus.it - Web-address: http://tuscia.llmanager.it/studenti http://www3.unitus.it/ http://www.didattica.unitus.it/web/index.asp
University of Algarve P FARO02		Sofia Nunes , E.U. Programmes Coordinator mobilidade@ualg.pt	www.ualg.pt +351 289 800 003

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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.

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 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 *
I VITERBO01	P FARO02	09.0	Language, Philology	1st,2nd and 3rd	2X6	
P FARO02	I VITERBO01	09.0	Language, Philology	1st,2nd and 3rd	2X6	

[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I VITERBO01	P FARO02	09.0	Language, Philology	5	2
P FARO02	I VITERBO01	09.0	Language, Philology	5	2

⁵ 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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I VITERBO01		Italian		A2	English B2
P FARO02		Portuguese	English	B1 English	B2 English

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

Incoming students at the beginning of each semester will be offered an Italian language course, divided into 2 levels. They can also count on an institutional accommodation system and private housing solutions, where necessary.

Tuscia University welcomes students and staff with disabilities.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I VITERBO01	30 June	30 September
P FARO02	31 st May	31 st October

2. The receiving institution will send its decision within 6/8 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.

⁶ 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>

4. Termination of the agreement

The agreement will terminate at the end of the Erasmus programme unless either side terminates or modifies the present 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/modify the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. "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

Tuscia grading system

Department	A	B	C	D	E
DAFNE/DIBAF	30 with honor	30-29-28	27-26	25-24-23-22-21	20-19-18
DISBEC	30 with honor	30	29-28-27	26-25-24	23-22-21-20-19-18
DEIM	30 with honor - 30	29-28	27-26-25	24-23-22-21-20	19-18
DISTU	30 with honor	30	29-28	27-26-25-24	23-22-21-20-19-18
DEB	30 with honor	30-29	28-27-26	25-24-23-22	21-20-19-18
DISUCOM	30 with honor	30-29-28	27-26	25-24-23-22	21-20-19-18

P FARO02: Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition

A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

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
I VITERBO01	Felicetta Ripa tel. +39 0761 357917 erasmus@unitus.it	
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-0

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
I VITERBO01	Felicetta Ripa tel. +39 0761 357917 erasmus@unitus.it	
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance- 0



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
I VITERBO01	Felicetta Ripa tel. +39 0761 357917 erasmus@unitus.it	
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation- 0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
I VITERBO01	Prof. Alessandro Ruggieri Rector		
P FARO02	Prof. Doutor Tomasz Boski, Vice Rector	09/05/2014	

⁷ Scanned signatures are accepted