Erasmus+ Programme

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

Inter-institutional[1] agreement 2017/18-2020/21
between programme countries

[Minimum requirements][2]

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[3] (email, phone)	Website (eg. of the course catalogue)
UNIVERSITÀ DEGLI STUDI DI ROMA "TOR VERGATA"	I ROMA 02	**Institutional Coordinator Dott. Gianfranco Tarquini** Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo, 18, 00173, Roma, Italia Tel. +390672592225, Fax:+39067236605, E-mail: erasmus@uniroma2.it	http://web.unirom a2.it/

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[1] Inter-institutional agreements can be signed by two or more higher education institutions

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

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

		Administrative Contact Person **Dott.ssa Giuseppina Grimaldi** Erasmus Office University of Rome,"Tor Vergata" Area of Humanities Via Columbia, 1 00133 Roma Tel. 0039.06.72595186 Fax. 0039.06.72595219 e-mail: erasmus@lettere.uniroma2.it **Accademic Tutor** **Prof. Marina Faccioli** faccioli@uniroma2.it	
Université Paris 1 Panthéon Sorbonne **IREST**	**F PARIS001**	*Institutional contact* Prof. Georges Haddad President of Paris 1 Pantheon Sorbonne University Georges.Haddad@univ-paris1.fr cabgres@univ-paris1.fr mailto:vpri@univ-paris1.fr *Administrative contact* Philippe Larochette Erasmus Agreements accordserasmus@univ-paris1.fr *Departmental coordinator* Francesca Cominelli Francesca.cominelli@univ-paris1.fr	http://www.univ-paris1.fr/international/etudiants/venir-etudier/venir-etudier-en-programmes-dechange/venir-etudier-en-programmes-dechange-en-licence-et-master/etudiants-entrants-preparez-votre-projet-detudes/liste-des-cours-pour-les-etudiants-en-programmes-dechange/ http://www.univ-paris1.fr/en/ufr/institut-de-recherche-et-detudes-superieures-du-tourisme-homepage/

B. Mobility numbers[4] 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, 1st, 2nd or 3rd] *	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 ROMA 02	F PARIS001	3452	Tourism, Catering, Hotel Management	2nd	2 students for 6 months each	
F PARIS001	I ROMA 02	3452	Tourism, Catering, Hotel Management	MD	2 students for 6 months each	

*[*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 ROMA 02	F PARIS001	3452	Tourism, Catering, Hotel	1 teacher for 10 days (=2 weeks)	1 staff for 5 days

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[4] 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)

F PARIS001	Tel. + 33 14 40 77 671	http://www.univ-paris1.fr/fileadmin/Relation international/1-Fichiers-textes/3-Etudiants/3-4-Guides/Guide etudiants etrangers 2013 2014.pdf
	mobilite-int@univ-paris1.fr	

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 ROMA 02	CampusX Tor Vergata info@erasmusroma.eu	www.campusxroma.it/campusx/
F PARIS001	Tel. + 33 14 40 77 895 rilogement@univ-paris1.fr	http://www.univ-paris1.fr/fileadmin/Relation international/1-Fichiers-textes/3-Etudiants/3-4-Guides/Guide etudiants etrangers 2013 2014.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
I ROMA 02	Dr. Dott. Gianfranco Tarquini Institutional Coordinator	2 9 MAR	
F PARIS001	Institutional contact Prof. Georges Haddad President of Paris 1 Pantheon Sorbonne University		

[7]Scanned signatures are accepted

F PARIS001	I ROMA 02	3452	Tourism, Catering, Hotel Management	1 teacher for 10 days (=2 weeks)	1 staff for 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[5]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I ROMA 02		**Italian**		B1	B2
F PARIS001		**French**		B2	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

F PARIS001:
- All relevant information for incoming students can be found at:
http://www.univ-paris1.fr/international/etudiants/venir-etudier/venir-etudier-en-programmes-dechange/
- Information for students with disabilities:
http://www.univ-paris1.fr/etudiant/handicap/

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 ROMA 02	Nominations 30.04.	Nominations 30.09.

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[5]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

	Applications 02.05.- 30.06.	**Applications 01.10.- 30.11.**
F PARIS001	Application deadline June 30th	Application deadline October 30th

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

2. The receiving institution will send its decision within [x] weeks.

   The I ROMA02 will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after 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]

   A Transcript of Records will be issued by the I ROMA02 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 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[6]. 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 ROMA02:

http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf

ECTS GRADES	ITALIAN GRADES	DESCRIPTION
A	30 and 30 cum laude	Excellent
B	27 to 29	Very good

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[6] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

C	24 to 26	Good
D	21 to 23	Satisfactory
E	18 to 20	Sufficient
	<18	Fail

F PARIS 001:
www.univ-paris1.fr/fileadmin/Relation_international/1-Fichiers-textes/3-Etudiants/3-3-Etudiants-en-echange/3-3-3-Echanges-Partants/conversion_de_notes_ECTS.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
I ROMA 02	MAE	www.esteri.it/visti/
F PARIS001	Tel. + 33 14 40 77 671 mobiliteri@univ-paris1.fr	http://www.univ-paris1.fr/international/etudiants/venir-etudier/etudier-sur-notre-campus-parisien/visa-titre-de-sejour-et-travail/

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 ROMA 02	European Commission (Employment, Social Affairs & Inclusion	http://ec.europa.eu/social/main.jsp?catId=559 **Further assistance:** erasmus@uniroma2.it

Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021
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[2] (email, phone)	Website (eg. of the course catalogue)
Università degli studi di Roma "Tor Vergata"	I ROMA02	**Institutional Coordinator** Dott.ssa Marina Tesauro International Relations Office Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo 18; 00173 Roma - Italia Tel. +39.06.72592104; Fax +39.06.7236605; E-mail: relazioni.internazionali@uniroma2.it **Erasmus Contact Person** Dott. Gianfranco Tarquini Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo, 18, 00173, Roma, Italia Tel. +390672592225, Fax:+39067236605, E-mail: erasmus@uniroma2.it **Academic Contact Person** Carlo D'Alessandro	www.uniroma2.it

[1] Inter-institutional agreements can be signed by two or more higher education institutions

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

		Administrative Contact Person **Dott.ssa Giuseppina Grimaldi** Erasmus Office University of Rome,"Tor Vergata" Area of Humanities Via Columbia, 1 00133 Roma Tel. 0039.06.72595186 Fax. 0039.06.72595219 e-mail: erasmus@lettere.uniroma2.it giuseppina.grimaldi@lettere.uniroma2.it	
Universidade de Coimbra	P COIMBRA 01	**Filomena Marques de Carvalho** ERASMUS Institutional Coordinator International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax +351 239 857 002 Email: dri@uc.pt **Maria Teresa Silva**	Incoming Students mteresa@uc.pt **Ana Isabel Ferreira**	Outgoing Students anisabel@uc.pt **Ana Machado**	Teaching Staff / Staff Exchange dri.mobilidade@uc.pt Bilateral Agreements: dri.projects@uc.pt **Departmental Coordinator** CLAUDETE OLIVEIRA MOREIRA claudete@fl.uc.pt Ph.: 00351 239 857 000 Fax: 00351 239 836733	General website: http://www.uc.pt/ Course catalogue: http://apps.uc.pt/courses/PT/course/1589
[...]			

B. Mobility numbers[3] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or	Student Mobility for Traineeships

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[3] 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)

					average duration *]	
I ROMA02	P COIMBRA01	3452	Tourism, Catering, Hotel Management	2nd	2 x 9 months [18 total]	
P COIMBRA 01	I ROMA02	3452	Tourism, Catering, Hotel Management	1st 2nd	2 x 9 months [18 total]	

[*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 ROMA02					
P COIMBRA01	I ROMA02	3452	Tourism, Catering, Hotel Management	1 (5)	

C. Recommended (Not compulsory) 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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I ROMA02				B1	B2
P COIMBRA01		Portuguese	English	A2 (minimum), B1 (recommend.)	B2 (min.)

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

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 ROMA02	JUNE	OCTOBER
P COIMBRA01	June, 1st	November 1st

2. The receiving institution will send its decision within 4 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

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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

- Partner institutions should send nominations to **Regina Freitas dri.intstudy@uc.pt**

- **Online applications at:** http://www.uc.pt/en/driic/estudantesIN/CandidatIN/.

2. The receiving institution will send its decision within **6 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.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

This agreement shall remain in force until the end of the Programme (2020/21). However, in the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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[4] 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

F. Information

1. Grading systems of the institutions

http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf

- **P COIMBRA01:** http://www.uc.pt/en/ects/info_inst/sg-ma/

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 ROMA02	MAE	http://www.esteri.it/visti/
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ac/

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 ROMA02	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: erasmus@uniroma2.it
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/ects/info_caracter_geral/

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.
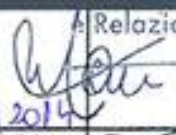
Information and assistance can be provided by the following persons and information sources:

Tor Vergata

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I ROMA02	CampusX Tor Vergata	http://www.campusxroma.it/campusx/
P COIMBRA01	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	www.uc.pt/go/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[S]
I ROMA02	Marina Tesauro Institutional Coordintor	11/02/2014	
P COIMBRA01	Filomena Marques de Carvalho ERASMUS Institutional Coordinator	04-02-2014	

[S] Scanned signatures are accepted

Università degli Studi di Roma "Tor Vergata"

Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021
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[2] (email, phone)	Website (eg. of the course catalogue)
Università degli studi di Roma "Tor Vergata"	I ROMA02	**Institutional Coordinator** Dott.ssa Marina Tesauro International Relations Office Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo 18; 00173 Roma - Italia Tel. +39.06.72592104; Fax +39.06.7236605; E-mail: relazioni.internazionali@uniroma2.it **Erasmus Contact Person** Dott. Gianfranco Tarquini Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo, 18, 00173, Roma, Italia Tel. +390672592225, Fax:+39067236605, E-mail: erasmus@uniroma2.it **Academic Contact Person** Prof. Carlo D'Alessandro cda@studiolegaledalessandro.com **Administrative Contact Person** Dott.ssa Giuseppina Grimaldi Erasmus Office	www.uniroma2.it

[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[2] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Via Orazio Raimondo, 18 - 00173 Roma
P.iva 02133971008 - C.F. 80213750583

Università degli Studi di Roma "Tor Vergata"

		University of Rome,"Tor Vergata" Area of Humanities Via Columbia, 1 00133 Roma Tel. 0039.06.72595186 Fax. 0039.06.72595219 e-mail: erasmus@lettere.uniroma2.it giuseppina.grimaldi@lettere.uniroma 2.it	
UNIVERSITE DE SAVOIE	**FCHAMB ER01**	Direction des Relations Internationales 27, rue Marcoz -BP 1104- F 73011Chambéry Cedex Erasmus + Institutional coordinator: Thierry VILLEMIN Vice-Président du Conseil d'Administration vpri@univ-savoie.fr Erasmus + administrative coordinator: Nadine Marmin nadine.marmin@univ-savoie.fr Tel : 33 479 75 9141	http://www.univ-savoie.fr http://odf.univ-savoie.fr
[...]			

B. Mobility numbers[3] 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, 1st, 2nd or 3rd] *	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 ROMA02	F CHAMBER0 1	101 (812)	Tourism, Catering, Hotel Management	1st and 2nd	3 x 5 months [15 total]	
F CHAMBER 01	IROMA02	101 (812)	Tourism, Catering, Hotel Management	1st and 2nd	3 x 5 months [15 total]	
FCHAMBER01 : Academic coordinator Institut d'Administration de Entreprises / IAE Chambéry : Paul CONSTABLE Email : paul.constable@univ-savoie.fr						

[*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

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[3] 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)

Università degli Studi di Roma "Tor Vergata"

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.]

C. Recommended (Not compulsory) 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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I ROMA02				B1	B2
FCHAMBER01	Tourism, Hospitality, and Leisure	FRENCH	ENGLISH	B2	C1

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

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 ROMA02	JUNE	OCTOBER
FCHAMBER01	Online application from beginning of April until middle of May	Online application from Middle of October until middle of November

2. The receiving institution will send its decision within 4 weeks. FCHAMBER01 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**

   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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

[4] 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

Università degli Studi di Roma "Tor Vergata"

1. Grading systems of the institutions

http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf

F CHAMBER01 : http://www.univ-savoie.fr/fileadmin/Dri/UDS_grading_system/UDS_grading_system.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
I ROMA02	MAE	http://www.esteri.it/visti/
FCHAMBER01	incoming.students@univ-savoie.fr Tel : +33 479 750 8570	Welcome guide : http://www.univ-savoie.fr/fileadmin/Dri/Guide_d_accueil_2013_version_numerique_BD.pdf Etudiants étrangers http://www.univ-savoie.fr/index.php?id=804 Foreign students http://www.univ-savoie.fr/index.php?id=647

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 ROMA02	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: erasmus@uniroma2.it
FCHAMBER01	incoming.students@univ-savoie.fr Tel : +33 479 750 8570	Welcome guide : http://www.univ-savoie.fr/fileadmin/Dri/Guide_d_accueil_2013_version_numerique_BD.pdf Etudiants étrangers http://www.univ-savoie.fr/index.php?id=804 Foreign students http://www.univ-savoie.fr/index.php?id=647

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 ROMA02	CampusX Tor Vergata	http://www.campusxroma.it/campusx/
FCHAMBER01	incoming.students@univ-savoie.fr Tel : +33 479 750 8570	Welcome guide : http://www.univ-savoie.fr/fileadmin/Dri/Guide_d_accueil_2013_version_numerique_BD.pdf Etudiants étrangers http://www.univ-savoie.fr/index.php?id=804 Foreign students http://www.univ-savoie.fr/index.php?id=647

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
I ROMA02	Marina Tesauro Institutional Coordintor	17/03/2014	
FCHAMBER01	Denis VARASCHIN, Président	13/03/2014	Pour le Président et par délégation, Le Vice-Président du Conseil d'Administration Thierry VILLEMIN

[5] Scanned signatures are accepted

Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021
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[2] (email, phone)	Website (eg. of the course catalogue)
Università degli studi di Roma "Tor Vergata"	I ROMA02	**Institutional Coordinator** Dott.ssa Marina Tesauro International Relations Office Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo 18; 00173 Roma - Italia Tel. +39.06.72592104; Fax +39.06.7236605; E-mail: relazioni.internazionali@uniroma2.it **Erasmus Contact Person** Dott. Gianfranco Tarquini Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo, 18, 00173, Roma, Italia Tel. +390672592225, Fax.+39067236605, E-mail: erasmus@uniroma2.it **Academic Contact Person** **Administrative Contact Person** Dott.ssa Giuseppina Grimaldi Erasmus Office University of Rome,"Tor Vergata"	www.uniroma2.it

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[1] Inter-institutional agreements can be signed by two or more higher education institutions

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

		Area of Humanities Via Columbia, 1 00133 Roma Tel. 0039.06.72595186 Fax. 0039.06.72595219 e-mail: erasmus@lettere.uniroma2.it giuseppina.grimaldi@lettere.uniroma2.it	
Universitad Rey Juan Carlos	**E MADRID26**	**Prof. Dr. Angel Gil de Miguel** Vicerrector for Research and International Relations c/Tulipán s/n 28933 Móstoles (Madrid) Phone.: + 34 91 665 5073, e-mail: vice.relacionesinternacionales@urjc.es **Incoming students** tel.: +34 91 488 8308; email: internacional.in@urjc.es	www.urjc.es Incoming Students: http://www.urjc.es/relaciones_internacionales/incoming.html

B. Mobility numbers[3] 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, 1st, 2nd or 3rd] *	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 ROMA02	E MADRID26	3452 (811)	Tourism, Catering, Hotel Management	2nd	2 x 9 months [18 total]	
E MADRID26	I ROMA02	3452 (811)	Tourism, Catering, Hotel Management	1st 2nd	2 x 9 months [18 total]	

[*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.]

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[3] 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)

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 ROMA02	E MADRID26	3452 (811)	Tourism, Catering, Hotel Management	1 [5]	
E MADRID26	I ROMA02	3452 (811)	Tourism, Catering, Hotel Management	1 [5]	

C.   Recommended (Not compulsory) 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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I ROMA02				B1	B2
E MADRID26		Spanish	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].

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 ROMA02	JUNE	OCTOBER
E MADRID26	May 15th May 31st	October 15th October 31st

2. The receiving institution will send its decision within 4 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.

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[4] 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

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. 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

http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf

Universidad Rey Juan Carlos:
http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf

Institutional grading system:

Numerical Mark	grading	ECTS
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

ECTS Grade	%of 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 notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit 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 ROMA02	MAE	http://www.esteri.it/visti/
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/relaciones_internacionales/incoming.html

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 ROMA02	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: erasmus@uniroma2.it
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/relaciones_internacionales/incoming.html

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 ROMA02	CampusX Tor Vergata	http://www.campusxroma.it/campusx/
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/relaciones_internacionales/incoming.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
I ROMA02	Marina Tesauro Institutional Coordintor	20/11/2013	
E MADRID26	Angel Gil de Miguel Vice-rector for Research and International Relations		

Università degli Studi di Roma "Tor Vergata"

Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021
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[2] (email, phone)	Website (eg. of the course catalogue)
Università degli studi di Roma "Tor Vergata"	I ROMA02	**Institutional Coordinator** **Dott.ssa Marina Tesauro** International Relations Office Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo 18; 00173 Roma - Italia Tel. +39.06.72592104; Fax +39.06.7236605; E-mail: relazioni.internazionali@uniroma2.it **Erasmus Contact Person** **Dott. Gianfranco Tarquini** Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo, 18, 00173, Roma, Italia Tel. +390672592225, Fax:+39067236605, E-mail: erasmus@uniroma2.it **Academic Contact Person** **Carlo D'Alessandro**	www.uniroma2.it

[1] Inter-institutional agreements can be signed by two or more higher education institutions
[2] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Via Orazio Raimondo, 18 - 00173 Roma
P.Iva 02133971008 - C.F. 80213750583

		Administrative Contact Person **Dott.ssa Giuseppina Grimaldi** Erasmus Office University of Rome,"Tor Vergata" Area of Humanities Via Columbia, 1 00133 Roma Tel. 0039.06.72595186 Fax. 0039.06.72595219 e-mail: erasmus@lettere.uniroma2.it giuseppina.grimaldi@lettere.uniroma2.it	
University of Almeria	E ALMERIA01	**INSTITUTIONAL COORDINATOR Mrs. María Sagrario Salaberri Ramiro**, Vice rector for Internationalization and Cooperation for Development University of Almeria, International Office, Ctra. Sacramento s/n. La Cañada de San Urbano 04120 Almería. Spain. Email: Reiual@ual.es +34 950 015384 ACADEMIC COORDINATOR: Ana Fe Gil Sierra anafe@ual.es	http://cms.ual.es/UAL/universidad/organosgobierno/vinternacional/index.htm
[...]			

B. Mobility numbers[3] 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, 1st, 2nd or 3rd] *	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 ROMA02	E ALMERIA01	3452	Tourism, Catering, Hotel Management	1st	12 (2 students)	

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[3] 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)

E ALMERIA01	I ROMA02	3452	Tourism, Catering, Hotel Management	1ˢᵗ			

[*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 ROMA02					
E ALMERIA01	I ROMA02	3452	Tourism, Catering, Hotel Management	5	

C. Recommended (Not compulsory) 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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I ROMA02				B1	B2
E ALMERIA01		Spanish	English	B1	

---

[4] 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

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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
1 ROMA02	JUNE	OCTOBER
E ALMERIA01	June 15th	November 15th

2. The receiving institution will send its decision within 4 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

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. 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

http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf

ECTS	UAL (10/10)
A = Excellent	Matrícula de Honor (=10)
B = Very good	Sobresaliente (>=9 and <10)
C = Good	Notable (>=7 and <9)
D = Satisfactory	Aprobado (>=6 and <7)
E = Sufficient	Aprobado (>=5 and <6)
F = Fail	Suspenso (<5)
_ = No Results	No presentado (The student has not taken the exam)

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 ROMA02	MAE	http://www.esteri.it/visti/
E ALMERIA 01	erasmusual@ual.es +34 950 01 5046	http://cms.ual.es/UAL/universidad/organosgobierno/vinternacional/actividades/index.htm

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:

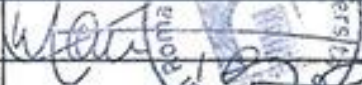| Institution [Erasmus code]	Contact details (email, phone)	Website for information
I ROMA02	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: erasmus@uniroma2.it
E ALMERIA 01	erasmusual@ual.es +34 950 01 5046	http://cms.ual.es/UAL/universidad/organosgobierno/vinternacional/actividades/index.htm

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 ROMA02	CampusX Tor Vergata	http://www.campusxroma.it/campusx/
E ALMERIA 01	housing@ual.es +(34) 950 015 046	http://nevada.ual.es:81/alojamiento/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
I ROMA02	Marina Tesauro Institutional Coordintor	03/12/2013	
E ALMERIA01	Dña. María Sagrario Salaberri Ramiro Vice Rector	28/11/2013	

[5] Scanned signatures are accepted

Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021
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[2] (email, phone)	Website (eg. of the course catalogue)
Università degli studi di Roma "Tor Vergata"	I ROMA02	**Institutional Coordinator** Dott.ssa Marina Tesauro International Relations Office Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo 18; 00173 Roma - Italia Tel. +39.06.72592104; Fax +39.06.7236605; E-mail: relazioni.internazionali@uniroma2.it **Erasmus Contact Person** Dott. Gianfranco Tarquini Università degli Studi di Roma "Tor Vergata" Via Orazio Raimondo, 18, 00173, Roma, Italia Tel. +390672592225, Fax:+39067236605, E-mail: erasmus@uniroma2.it **Academic Contact Person** Prof. Carlo D'Alessandro cda@studiolegaledalessandro.com **Administrative Contact Person** Dott.ssa Giuseppina Grimaldi Erasmus Office University of Rome,"Tor Vergata"	www.uniroma2.it

[1] Inter-institutional agreements can be signed by two or more higher education institutions

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

		Area of Humanities Via Columbia, 1 00133 Roma Tel. 0039.06.72595186 Fax. 0039.06.72595219 e-mail: erasmus@lettere.uniroma2.it giuseppina.grimaldi@lettere.uniroma 2.it	
NHTV Breda University of Applied Sciences	NLBREDA10	**Mrs. Marlie van Dun MA** Director of International Affairs, Strategy, Education and Research Office **Ms. Virginia van der Wel,** Exchange & Double Degree Coordinator Team Student Mobility of Student Office Tel: +31 76 533 2213 Fax: +31 76 533 2295 exchange@nhtv.nl incomingexchange@nhtv.nl	http://www.nhtv.nl/ENG/bachel ors/studying-at-nhtv/ exchange-students.html

B. Mobility numbers³ 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, 1st, 2nd or 3rd] ∗	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 ROMA02	NL BREDA10	3452	Tourism, Catering, Hotel Management	2nd	4 x 5 months [20 total]	
NLBREDA10	I ROMA02	3452	Tourism, Catering, Hotel Management	2nd	4 x 5 months [20 total]	

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³ 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)

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 ROMA02	NLBREDA10	3452	Tourism, Catering, Hotel Management	1 x 5 days	
NLBREDA10	I ROMA02	3452	Tourism, Catering, Hotel Management	1 x 5 days	

C. Recommended (Not compulsory) 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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I ROMA02		Italian		B1	B2
NLBREDA10		English		Min. B2 Recommended C1	Min. B2 Recommended C1

NLBREDA10

If your program in your Home Country is NOT in English, you will need to provide us with proof that you have English Skills. You can do that through the following options:

1) Presenting us with a copy of an IELTS or TOEFL test, required test result:

Overall band of at least 6.0 (Academic Band) and a sub score for Speaking of at least 6.0.

Required test results: 80 internet based and a sub score for Speaking of at least 20.

2) Provide an official document form your home university in which is stated that your English Language level is sufficient enough.

If in doubt, NHTV will plan an (skype) interview with the student and will decide after this interview if the student is accepted or not.

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[4] 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

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 ROMA02	JUNE	OCTOBER
NLBREDA10	15 May	15 October

2. The receiving institution will send its decision within 4 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

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. 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 ROMA02

http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf

NLBREDA10

NHTV grade	ECTS grade	% of successful students normally achieving the grade	Definition
8,5 - 10	A	10	EXCELLENT - outstanding performance
7,5 – 8,49	B	25	VERY GOOD - above the average standard but with some errors
6,5 – 7,49	C	30	GOOD - generally sound work with a number of notable errors
6 - 6,49	D	25	SATISFACTORY - fair but with significant shortcomings
5,5 – 5,99	E	10	SUFFICIENT - performance meets the minimum criteria
5 - 5,49	FX	-	FAIL - some more work required before the credit can be awarded
5>	F	-	FAIL - considerable further work is required

NHTV grading system versus ECTS grading scale : Correspondence grid

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 ROMA02	MAE	http://www.esteri.it/visti/
NLBREDA10	Student Office: incomingexchange@nhtv.nl Tel: +31 76 533 2213	As soon as students have been admitted to the exchange programme, NHTV International Office will send the student an email with login code and password to use the Visa Care+ application. After the student logs in, they will be guided through the MVV/VVR-procedure. http://www.nhtv.nl/ENG/bachelors/studying-at-nhtv/exchange-students.html

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:

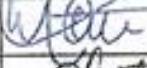| Institution [Erasmus code]	Contact details (email, phone)	Website for information
I ROMA02	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: erasmus@uniroma2.it
NLBREDA10	Student Office: incomingexchange@nhtv.nl Tel: +31 76 533 2213	http://www.nhtv.nl/ENG/bachelors/studying-at-nhtv/exchange-students.html

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 ROMA02	CampusX Tor Vergata	http://www.campusxroma.it/campusx/
NLBREDA10	Student Office accommodation@nhtv.nl Tel: +31 76 533 2213	http://www.nhtv.nl/ENG/bachelors/studying-at-nhtv/exchange-students.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
I ROMA02	Marina Tesauro Institutional Coordintor	14/01/2014	
NLBREDA10	Signed by Mrs Marlie van Dun MA, Director of International Affairs	03.01.2014	

[5] Scanned signatures are accepted