



# Erasmus+ Programme

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

## **Inter-institutional agreement 2016-2021** **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 of the credits awarded to students by the partner institution.

### **A. Information about higher education institutions**

<b>Name of the institution</b>	<b>Erasmus code</b>	<b>Contact details (address, email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
<b>Universidad Autónoma del Estado de México – UAEM</b>	<b>Toluca de Lerdo  UAEM</b>	<b>M.A. María del Pilar Ampudia García Vice-President for International Cooperation</b> E-mail: sci@uaemex.mx  Instituto Literario #100 Oriente, Col. Centro C.P. 50000 Telefono: +52 01 722 2262300 Ext. 11762 E.mail: sci@uaemex.mx	<a href="http://www.uaemex.mx/">http://www.uaemex.mx/</a>
<b>UNIVERSITA' DEGLI STUDI "GIUSTINO FORTUNATO"</b>	<b>I BENEVEN 04</b>	<b>Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator</b> E-mail: p.palumbo@unifortunato.eu  Viale Delcoglano, 12 – 82100 Benevento E.mai:international@unifortunato.eu Telefono: 0824 316057 Fax: 0824 351887 Numero Verde: 800 71 95 95	<a href="http://www.unifortunato.eu/corso-di-laurea/">http://www.unifortunato.eu/corso-di-laurea/</a>

## B. Mobility numbers<sup>1</sup> 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 <sup>1</sup> ]	Student Mobility for Traineeships *
UAEM	I BENEVEN 04	071	Engineering	1 <sup>st</sup> cycle, 2 <sup>nd</sup> cycle	2*6=12	0
		04	LAW Economy Business Administration (cv: law expert for Corporate, labor and public administration; in Economics and Company Management; Tourism Management and Sport)			
		01	Education Science			
I BENEVEN 04	UAEM	071	Engineering	1 <sup>st</sup> cycle, 2 <sup>nd</sup> cycle	2*6=12	0
		04	LAW Economy Business Administration (cv: law expert for Corporate, labor and public administration; in Economics and Company Management; Tourism Management and Sport)			
		01	Education Science			
		03	Psychology			

<sup>1</sup> 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>)

*[\*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*
UAEM	I BENEVEN 04		Engineering, Law, Economy, Business Administration, Education Science and Psychology	14 days	[2 STAFF= 14 days]
I BENEVEN 04	UARM		Engineering, Law, Economy, Business Administration, Education Science and Psychology	14 days	[2 STAFF= 14 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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UAEM		SPANISH	ENGLISH	B1	B2
I BENEVEN 04		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].

<sup>2</sup> 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>

## D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff. Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

Partner Information:

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
UAEM	Deadline for Nomination and Application 15 <sup>th</sup> of May *C classes Start and End Date: August 6 <sup>th</sup> - November 29 <sup>th</sup>	Deadline for Nomination and Application 15 <sup>th</sup> of October *C classes Start and End Date: February 5 <sup>th</sup> - June 7 <sup>th</sup>
I BENEVEN 04	Deadline for Nomination and Application 30 <sup>th</sup> of August *C classes Start and End Date: September 13 <sup>th</sup> - January 15 <sup>th</sup>	Deadline for Nomination and Application 30 <sup>th</sup> of December C classes Start and End Date: January 30 <sup>th</sup> - June 2 <sup>nd</sup>

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

- The receiving institution will send its decision within 4 weeks.
- 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, given that the transcript form and all relevant course work documents have been submitted by the student.
- Termination of the agreement

It is up to the involved Institutions to agree on the procedure for modifying or terminating the interinstitutional 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 Institution

Partner information about grading system:

30 cum laude	outstanding
30	excellent
29-28-27	very good to good
26-25-24-23	satisfactory to adequate
22-21 20-19	poor to barely adequate
18	minimum passing grade
<18	fail

Partner:

UAEM: Information available at:

Evaluation System at the Universidad Autónoma del Estado de México:

Reglamento de Facultades y Escuelas Profesionales, Artículo 99:

<http://web.uaemex.mx/abogado/doc/0004%20REEE.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
UAEM	<b>EDUARDO DE LA ROSA MARTÍNEZ</b> Director for International Mobility <a href="mailto:edelarosam@uaemex.mx">edelarosam@uaemex.mx</a> <a href="mailto:incomingstudents@uaemex.mx">incomingstudents@uaemex.mx</a> Tel. +52 01 722 2262300 Ext. 15804, 15805  <b>MARIA LUISA BECERRIL LÓPEZ</b> Director for International Advancement <a href="mailto:mlbecerril@uaemex.mx">mlbecerril@uaemex.mx</a> Tel. +52 01 722 2262300 Ext. 15800, 15802	<a href="http://internacional.uaemex.mx/">http://internacional.uaemex.mx/</a>
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: <a href="mailto:p.palumbo@unifortunato.eu">p.palumbo@unifortunato.eu</a>	<a href="http://www.unifortunato.eu/servizi/relazioni-internazionali/">http://www.unifortunato.eu/servizi/relazioni-internazionali/</a>

## 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
UAEM	<b>EDUARDO DE LA ROSA MARTÍNEZ</b> Director for International Mobility <a href="mailto:edelarosam@uaemex.mx">edelarosam@uaemex.mx</a> <a href="mailto:incomingstudents@uaemex.mx">incomingstudents@uaemex.mx</a> Tel. +52 01 722 2262300 Ext. 15804, 15805	<a href="http://internacional.uaemex.mx/">http://internacional.uaemex.mx/</a>

	<b>MARIA LUISA BECERRIL LÓPEZ</b> Director for International Advancement mlbecerril@uaemex.mx Tel. +52 01 722 2262300 Ext. 15800, 15802	
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: p.palumbo@unifortunato.eu	<a href="http://www.unifortunato.eu/servizi/relazioni-internazionali/">http://www.unifortunato.eu/servizi/relazioni-internazionali/</a>


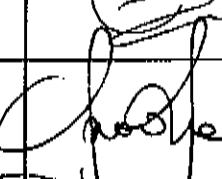
#### 4. Housing

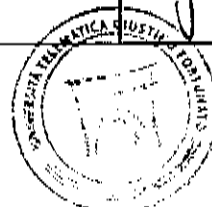
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
UAEM	<b>EDUARDO DE LA ROSA MARTÍNEZ</b> Director for International Mobility edelarosam@uaemex.mx incomingstudents@uaemex.mx Tel. +52 01 722 2262300 Ext. 15804, 15805  <b>MARIA LUISA BECERRIL LÓPEZ</b> Director for International Advancement mlbecerril@uaemex.mx Tel. +52 01 722 2262300 Ext. 15800, 15802	<a href="http://internacional.uaemex.mx/">http://internacional.uaemex.mx/</a>
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: p.palumbo@unifortunato.eu	<a href="http://www.unifortunato.eu/servizi/relazioni-internazionali/">http://www.unifortunato.eu/servizi/relazioni-internazionali/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
UAEM	M.A. María del Pilar Ampudia García Vice-President for International Cooperation	14.09.18	
I BENEVEN 04	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	18.09.18	



SECRETARÍA DE COOPERACIÓN  
INTERNACIONAL  
INTERNATIONAL COOPERATION