



## 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

| Name of the institution                      | Erasmus code        | Contact details<br>(address, email, phone)   | Website<br>(eg. of the course catalogue)  |
|--|---------------------|--|---|
| UNIVERSIDAD NACIONAL DE COLOMBIA             | COLOMBIA,<br>BOGOTA | Dr. Melba Libia Cárdenas Beltrán<br>Head of the National Office of External Affairs<br>Carrera 45 No. 26-85 - Edificio Uriel Gutiérrez<br>Bogotá D.C., Colombia<br>Tel: +57-1 3165000 Ext. 18291<br>E-mail: di:ori@unal.edu.co                                   | <a href="http://unal.edu.co/">http://unal.edu.co/</a>   |
| UNIVERSITA' DEGLI STUDI "GIUSTINO FORTUNATO" | I BENEVENTO4        | Prof. Dr. PAOLO PALUMBO<br>Erasmus Institutional Coordinator<br>E-mail: p.palumbo@unifortunato.eu<br>Viale Delcogliano, 12 - 82100 Benevento<br>E-mail: international@unifortunato.eu<br>Telefono: 0824 316057<br>Fax: 0824 351887<br>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<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>-<br>[ISCED] | Subject<br>area name<br>-   | Study<br>cycle<br>[short<br>cycle, 1 <sup>st</sup> ,<br>2 <sup>nd</sup> or 3 <sup>rd</sup> ] | Number of student mobility periods   |                                      |
|--|--|---|---|--|--|--------------------------------------|
|  |  |   |   |  | Student Mobility<br>for Studies  | Student Mobility<br>for Partnerships |
|  |  |   |   |  | <i>[total number of<br/>months of the<br/>study period or<br/>average duration*]</i> |                                      |
| COLOMBIA,<br>BOGOTA  | I BENEVEN 04   | 071                                     | Engineering   | 1 <sup>st</sup> cycle,<br>2 <sup>nd</sup> cycle.   | 2*6=12   |                                      |
|  |  | 04                                      | LAW<br>Economy<br>Business<br>Administration<br>(cv: law expert<br>for Corporate,<br>labor and<br>public administ<br>ration; in<br>Economics and<br>Company<br>Management;<br>Tourism<br>Management<br>and Sport) |  |  |                                      |
|  |  | 01                                      | Education<br>Science  |  |  |                                      |
|  |  | 03                                      | Psychology  |  |  |                                      |
| I BENEVEN 04   | COLOMBIA,<br>BOGOTA  | 071                                     | Engineering   |  | 2*6=12   | 0                                    |

<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>

|  |  |    |  |  |  |  |
|--|--|----|--|--|--|--|
|  |  |    | Economics and Company Management; Tourism Management and Sport |  |  |  |
|  |  | 01 | Education Science  |  |  |  |
|  |  | 03 | Psychology   |  |  |  |

*[\*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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>[ISCED] | Subject area name | Number of staff mobility periods  |  |
|---|---|------------------------------|-------------------|---|--|
|   |   |                              |                   | Staff Mobility for Teaching<br>[total number of days of teaching periods or average duration <sup>2</sup> ] | Staff Mobility for Training <sup>2</sup> |
| COLOMBIA, BOGOTA                                  | I BENEVEN 04                                      |                              | All subject areas |   | [2 STAFF= 14 days]                       |
| I BENEVEN 04                                      | COLOMBIA, BOGOTA                                  |                              | All subject areas |   | [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<br>[Erasmus code] | Optional Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level <sup>2</sup> |                    |
|---|-----------------------|---------------------------|---------------------------|--|--------------------|
|   |                       |                           |                           | Student Mobility                                       | Staff Mobility for |
|   |                       |                           |                           |  |                    |

<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>

|                     |  |         |         | For Studies                  | Teaching                     |
|---------------------|--|---------|---------|------------------------------|------------------------------|
|                     |  |         |         | [Minimum required level: B1] | [Minimum required level: B2] |
| COLOMBIA,<br>BOGOTA |  | Spanish | English | Spanish – B1<br>English – B2 | Spanish – B2<br>English – B2 |
| I BENEVEN<br>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].

#### D. Additional requirements

UNIVERSIDAD NACIONAL DE COLOMBIA:

Incoming Mobility: <http://www.dre.unal.edu.co/es/movilidad/incoming.html>

TR ANTALYA 03: Application documents received after application deadlines will not be accepted. Link is provided on the first page for further information regarding the admission process and the additional requirements.

Partner Information:

#### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month]  | Spring term*<br>[month]   |
|---|--|---|
| UNIVERSIDAD<br>NACIONAL DE<br>COLOMBIA  | 30 <sup>th</sup> October   | 30 <sup>th</sup> April  |
| I BENEVEN 04                            | Deadline for Nomination and Application<br>30 <sup>th</sup> of August<br>*Classes Start and End Date:<br>September 13 <sup>th</sup> - January 15 <sup>th</sup> | Deadline for Nomination and Application<br>30 <sup>th</sup> of December<br>Classes Start and End Date:<br>January 30 <sup>th</sup> - June 2 <sup>nd</sup> |

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

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, given that the transcript form and all relevant course work documents have been submitted by the student.

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 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:

**UNIVERSIDAD NACIONAL DE COLOMBIA:**

Grading system at UNAL: The scale of grades in Colombia is from zero (0,0) to five point zero (5.0), being zero the worst grade and five the best grade. The minimum grade required to pass is three point zero (3.0). Additionally, in the transcript you can find the following abbreviations:

AP = Approved, NA = Not Approved, and PD – Pending of Approval.

For Universidad Nacional de Colombia the *credit* is the measuring unit of the time a student requires for the satisfactory accomplishment of each subject's training purposes and it is equivalent to 48 work hours, including house work, of the student in one academic period.

**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<br>[Erasmus<br>code] | Contact details<br>(email, phone)    | Website for information   |
|----------------------------------|--------------------------------------|---|
|                                  | Dr. Melba Liliba Cárdenas<br>Béltrán | <a href="http://www.dre.unal.edu.co/es/movilidad/incoming.html">http://www.dre.unal.edu.co/es/movilidad/incoming.html</a> |

|                     |  |   |
|---------------------|--|---|
| COLOMBIA,<br>BOGOTÁ | <p>Head of the National Office of External Affairs</p> <p>Carrera 45 No. 26-85 - Edificio Uriel Gutiérrez</p> <p>Bogotá D.C., Colombia</p> <p>Tel: +57-1 3165000 Ext. 18291</p> <p>E-mail: dirori@una.edu.co</p> |   |
| 1BENEVEN04          | <p><b>Prof. PAOLO PALUMBO</b></p> <p>E-mail: p.palumbo@unifortunato.eu</p>   | <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   |
|----------------------------|--|---|
| COLOMBIA,<br>BOGOTÁ        | <p>Dr. Melba Lilibia Cárdenas Beltrán</p> <p>Head of the National Office of External Affairs</p> <p>Carrera 45 No. 26-85 - Edificio Uriel Gutiérrez</p> <p>Bogotá D.C., Colombia</p> <p>Tel: +57-1 3165000 Ext. 18291</p> <p>E-mail: dirori@una.edu.co</p> | <a href="http://www.dra.una.edu.co/es/movilidad/incoming.html">http://www.dra.una.edu.co/es/movilidad/incoming.html</a>                 |
| 1BENEVEN04                 | <p><b>Prof. PAOLO PALUMBO</b></p> <p>E-mail: p.palumbo@unifortunato.eu</p>   | <a href="http://www.unifortunato.eu/servizi/relazioni-internazionali/">http://www.unifortunato.eu/servizi/relazioni-internazionali/</a> |


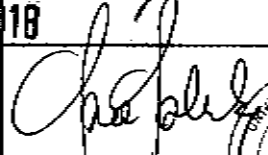
### 4. Housing

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<br>[Erasmus<br>code] | Contact details<br>(email, phone)   | Website for information   |
|----------------------------------|---|---|
| COLOMBIA,<br>BOGOTÁ              | <p><b>Dr. Melba Lilibia Cárdenas Beltrán</b></p> <p><b>Head of the National Office of External Affairs</b></p> <p>Carrera 45 No. 26-85 - Edificio Uriel Gutiérrez</p> <p>Bogotá D.C., Colombia</p> <p>Tel: +57-1 3165000 Ext. 18291</p> <p>E-mail: <a href="mailto:direct@unal.edu.co">direct@unal.edu.co</a></p> | <a href="http://www.dre.unal.edu.co/es/movilidad/incoming.html">http://www.dre.unal.edu.co/es/movilidad/incoming.html</a>               |
| I BENEVEN 04                     | <p><b>Prof. PAOLO PALUMBO</b></p> <p>E-mail: <a href="mailto:p.palumbo@unifortunato.eu">p.palumbo@unifortunato.eu</a></p>   | <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<br>[Erasmus code] | Name, function   | Date        | Signature   |
|-------------------------------|--|-------------|---|
| COLOMBIA, BOGOTÁ              | Dr. Dolly Montoya Castaño - Rector                             | 07 SEP 2018 |  |
| I BENEVEN 04                  | Prof. Dott. Paolo Palumbo<br>Erasmus Institutional Coordinator | 11.09.2018  |  |

