

**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 (address, email, phone)	Website (eg. of the course catalogue)
UCR, San José		<b>M.A. Adriana Fernández Estrada</b> <b>Liaison Officer for Europe</b> Office of International Affairs and External Cooperation <a href="mailto:adriana.fernandezestrada@ucr.ac.cr">adriana.fernandezestrada@ucr.ac.cr</a> (506) 2511-1133	
		<b>Eng. Leonora de Lemos Medina</b> <b>Director,</b> Office of International Affairs and External Cooperation <a href="mailto:direccion.oai@ucr.ac.cr">direccion.oai@ucr.ac.cr</a> (506) 2511-5080	<a href="http://www.ucr.ac.cr">www.ucr.ac.cr</a> <a href="http://www.oia.ucr.ac.cr">www.oia.ucr.ac.cr</a>
<b>UNIVERSITA' "GIUSTINO FORTUNATO"</b>	I BENEVEN 04	<b>Prof. Dr. PAOLO PALUMBO</b> <b>Erasmus Institutional Coordinator</b> E-mail: <a href="mailto:p.palumbo@unifortunato.eu">p.palumbo@unifortunato.eu</a>  Viale Delcogliano, 12 - 82100 Benevento E.mail: <a href="mailto:international@unifortunato.eu">international@unifortunato.eu</a> 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 [1st cycle, 2nd cycle, or 3rd]	Number of student mobility periods	
UCR, San José	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 administra- tion; in Economics and Company Management;			
		01	Education Science			
		03	Psychology			
I BENEVEN 04	Universidad de Costa Rica	071	Engineering	2*6=12	0	
		04	LAW Economy			

<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>)

			Business Administration (cv: law expert for Corporate, labor and public administration; in Economics and Company Management;			
		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 [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	
UCR, San José	I BENEVEN 04	----	----	[2 STAFF= 14 days]	[2 STAFF= 14 days]
I BENEVEN 04	Universidad de Costa Rica	----	----	[2 STAFF= 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 <sup>2</sup>	Language of instruction <sup>2</sup>	Recommended language of instruction level <sup>2</sup>	
UCR, San José	----	SPANISH	----	B1	B2
IBENEVEN 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

[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.]

**UCR:** Visiting students receive a one-day orientation program that cover topics such as registration, visa procedures, culture shock, student services, life on campus, security, Costa Rican culture, etc. After that day, students receive academic counseling with an assigned professor.

UCR has the Center of Guidance and Services for Students with Disabilities, which is the operational unit responsible for promoting the necessary support to guarantee access and equal opportunities to the student population with disabilities, implementing projects, support services, information and training aimed at the university community.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term <sup>2</sup> [month]	Spring term <sup>2</sup> [month]
UCR, San José	March	October
	Classes start and end date:	Classes start and end date:
	Beginning of August-Mid December	Beginning of March-Beginning of July

<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>

I BENEVEN 04	Deadline for Nomination and Application 30 <sup>th</sup> of August	Deadline for Nomination and Application 30 <sup>th</sup> of December
	*Classes Start and End Date: September 13 <sup>th</sup> - January 15 <sup>th</sup>	Classes Start and End Date: 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

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

At University of Costa Rica	
Numerical scale from 0 to 10.	
9,5 - 10	Excellent
8,5 - 9,0	Very good
7,5 - 8,0	Good
7,0	Satisfactory
6,0 - 6,5	Unsatisfactory: student has the right to take extraordinary exam
Below 6,0	Failed

## 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
UCR San José	Mrs. Rita Jiménez Aguilar, M.A.  Seme.oai@ucr.ac.cr  (506) 2511-1098	<a href="http://www.oaice.ucr.ac.cr/en/immigration-procedures-international-students.html">http://www.oaice.ucr.ac.cr/en/immigration-procedures-international-students.html</a>  <a href="http://www.oaice.ucr.ac.cr/en/faculty-and-staff-mobility/immigration-procedures.html">http://www.oaice.ucr.ac.cr/en/faculty-and-staff-mobility/immigration-procedures.html</a>
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortuna to.eu	<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
UCR San José	Adriana Fernández Estrada, M.A. adriana.fernandezestrada@ucr.ac.cr (506) 2511-1133  Mrs. Rita Jiménez Aguilar, M.A. seme.oai@ucr.ac.cr (506) 2511-1098	Students and professors must bring insurance from home country, and it must cover hospitalization, surgery and repatriation of remains.
I BENEVEN 04	Prof. PAOLO PALUMBO 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
UCR San José	Rita Jiménez Aguilar, M.A.  <a href="mailto:Seme.oai@ucr.ac.cr">Seme.oai@ucr.ac.cr</a>  (506) 2511-1098	Housing with host Costa Rican families  <a href="http://www.oaice.ucr.ac.cr/en/student-mobility/international-students.html">http://www.oaice.ucr.ac.cr/en/student-mobility/international-students.html</a>
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: <a href="mailto:p.palumbo@unifortuna.to.eu">p.palumbo@unifortuna.to.eu</a>	<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
UCR San José	Dr. Henning Jensen Pennington  Rector	06-12-2018	
I BENEVEN 04	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	18.11.2018	