

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)
HAUTE ÉCOLE DE LA PROVINCE DE LIEGE	B LIEGE38	PHILIPPE PARMENTIER, ERASMUS COORDINATOR Tel.: +32 4 2379619, Fax: +32 42372688 email: Philippe.parmentier@hepl.be Academic contact for the tertiary category: Morgane LAMOUREUX INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE Tel.: +32 4 2379647, Fax: +32 42372688 email: morgane.lamoureux@hepl.be	HAUTE ÉCOLE DE LA PROVINCE DE LIEGE

UNIVERSITA' DEGLI STUDI "GIUSTINO FORTUNATO"	I BENEVEN 04	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: p.palumbo@unifortunato.eu Viale Delcogliano, 12 - 82100 Benevento E-mail: international@unifortunato.eu Telefono: 0824 316057 Fax: 0824 351887 Numero Verde: 800 71 95 95	http://www.unifortunato.eu/corso-di-laurea/
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B. Mobility numbers¹ 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 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies Student Mobility for Exchanges <i>[not a sample of a cycle of the study programme described in the table]</i>	
B LIEGE38	I BENEVEN 04	04	Business legal expert Law	1 st cycle, 2 nd cycle	2*6=12	0
I BENEVEN 04	B LIEGE38	04	Business legal expert Law		2*6=12	0

¹ 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 D]	Subject area name	Number of staff mobility periods	
				Student Mobility for Traineeships [Total number of days or training periods or average duration]	Staff Mobility for Training
B LIEGE38	I BENEVEN 04			To be determined; will be agreed on upon request if there is a mutual interest.	To be determined; will be agreed on upon request if there is a mutual interest.
I BENEVEN 04	B LIEGE38			[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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Erasmus code of the host institution]	Staff Mobility for Teaching [Erasmus code of the host institution]
B LIEGE38		French		B1	B2

² 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>

	0311	ENGLISH (Sept to January) FRENCH (February to June)		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].

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.]

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 [Ecasius code]	Autumn term* [month]	Spring term* [month]
B LIEGE38	May 15th	December 15th
I BENEVEN 04	Deadline for Nomination and Application 30 th of August *C classes Start and End Date: September 13 th - January 15 th	Deadline for Nomination and Application 30 th of December C classes Start and End Date: January 30 th - June 2 nd

[* 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 HEL, 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

TRANTALYA 93:

4.0	AA "EXCELLENT"
3.5	BA VERY GOOD-GOOD
3.0	BB GOOD
2.5	CB GOOD SATISFACTORY
2.0	CC SATISFACTORY
1.5	DC SATISFACTORY SUFFICIENT
1.0	DD SUFFICIENT
0.0	FF FAILED
0.0	FV FAILED\NO ATTENDANCE

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

S LIEGE 38			
Notes ECTS	Définition	Note	Note NEPL pour étudiants Erasmus OUT
A	EXCELLENT - EXCELLENT	17,1 à 20	18,00
B	TRES BIEN - VERY GOOD	15,1 à 17	16,00
C	BIEN - GOOD	13,1 à 15	14,00
D	SATISFAISANT - SUFFICIENT	11,1 à 13	12,00
E	PASSABLE - PASSABLE	10 à 11	11,00
FX	INSUFFISANT - FAILED	note < 10/20	8,50

B LIEGE 38			
Notes ECTS	Définition	Note	Note HEPL pour étudiants Erasmus OUT
F	INSUFFISANT - FAILED	note < 7/20	5

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
B LIEGE38	Academic contact for the tertiary category: Morgane LAMOUREUX INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE Tel.: +32 4 2379647, Fax: +32 42372688 email: morgane.lamoureux@hepl.be	
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortuna.to.eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/

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
B LIEGE38	Academic contact for the tertiary category: Morgane LAMOUREUX INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE Tel.: +32 4 2379647, Fax: +32 42372688 email: morgane.lamoureux@hepl.be	
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortunato.eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/

4. Housing

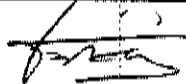
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
B LIEGE38	Academic contact for the tertiary category: Morgane LAMOUREUX INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE Tel.: +32 4 2379647, Fax: +32 42372688	

	email: morgane.lamoureux@hepl.be	
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortuna.to.eu	http://www.unifortuna.to.eu/servizi/relazioni-internazionali/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [ERASMUS code]	Name, function	Date	Signature
B LIEGE38	TONI BASTIANELLI Directeur-Président	21/2/2017	
I BENEVEN 04	PRESIDENTE CONSIGLIO DI AMMINISTRAZIONE Dr. GIOVANNI FELINDOLACCIU	06.03.17	