



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2019-2021

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)
UNIVERSIDAD DE DEUSTO	E BILBAO02	Erasmus Institutional Coordinator: Dr D Álexander Rayón (<i>Vice-Rector for International Relations</i>) alex.rayon@deusto.es Faculty of Psychology and Education: Itziar Eléxpuru (International Coordinator) elexpuru@deusto.es	International.deusto.es
UNIVERSITA' "GIUSTINO FORTUNATO"	I BENEVEN04	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: p.palumbo@unifortunato.eu Viale Delcogliano, 12 – 82100 Benevento E.mai: international@unifortunato.eu Telefono: 0824 316057 Fax: 0824 351887 Numero Verde: 800 71 95 95	http://www.unifortunato.eu/corso-di-laurea/

B. Mobility numbers¹ per 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E BILBAO02	I BENEVEN04	01	Education Science – Teacher Training	1 st	2*6=12	---
		0313	Psychology		1*10=10	
I BENEVEN04	E BILBAO02	01	Education Science – Teacher Training	1 st	2*6=12	----
		0313	Psychology		1*10=10	

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*
E BILBAO02	I BENEVEN04	01	Education Science – Teacher Training	1 Staff Teaching * 5 days (min. 8 teaching hours)	TBD

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>)

		0313	Psychology		
I BENEVEN04	E BILBAO02	01	Education Science – Teacher Training	1 Staff Teaching * 5 days (min. 8 teaching hours)	TBD
		0313	Psychology		

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]	Language of instruction 1	Language of instruction 2	Language of instruction 3	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E BILBAO02	SPANISH	BASQUE	ENGLISH	B2	B2
I BENEVEN04	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

UNIVERSITY OF DEUSTO (E BILBAO02):

STUDENTS

- To prepare the students' arrival these are sent a Welcome E-mail with information and instructions on how to start preparing their stay with us (on-line form, how to apply for accommodation, information about Spanish courses and course catalogue, visa application, etc.). The following documents will be required:
 - Copy of legal ID card or passport

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>

- Copy of European Health Insurance Card (only for EU citizens) and/or private insurance
 - Sending Institution's statement of participation by the student in a mobility to UD specifying programme
 - (Only Campus Bilbao) Statement/Certificate/Proof of Enrollment in the Home University for the period of the mobility indicating: the field, the level and the year of studies
 - Scanned passport-sized photograph with white background saved as jpg file named with name and surname
 - Provisional Learning Agreement signed by Home University coordinators
- Before the semester begins an Orientation Week is offered. Meetings in Spanish and English are held. In these meetings information is provided about steps to follow to register, learn how to use the ICTs the university offers, academic coordinators, Spanish courses, Sports, cultural activities, groups, etc.
 - Students are offered a Spanish intensive course before the semester begins. Also a Regular course is offered throughout the semester. Students take a placement test upon arrival and they are placed in groups according to their level of the language.
 - Students are offered to participate in a Buddy Programme which enables local and international students to meet people from different countries, cultures and allows the students to get immerse in a new atmosphere, to enhance the university experience but above all, the personal experience. Those international students applying for the programme will be assigned a Buddy. The Buddy will advise and guide international students during their stay at UD.

STAFF

Guided Campus and Library tour are arranged in order to know the history and the facilities of the University.

Service for social action and inclusion

This service assists students who have social, personal or family issues that may affect their studies. The main goal of the service is to improve students' quality of life at this university through special attention to those who have specific problems or are in situations of disadvantage. The aim is to ensure that all students are integrated in university life through joint work with other services.

- Support for disabled students
- Career guidance for disabled students
- Focus on social needs
- University Volunteer group

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E BILBAO02	JUNE 15 th	NOVEMBER 15 th
I BENEVEN04	Deadline for Nomination and Application 30 th of August *C lasses Start and End Date:	Deadline for Nomination and Application 30 th of December C lasses Start and End Date:

	September 13 th - January 15 th	January 30 th - June 2 nd
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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 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. *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

I BENEVENO4 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

UNIVERSITY OF DEUSTO (E BILBAO02):

Spanish university grading system

In the Spanish university system, students receive a mark for each subject on a scale of 0 to 10 with one decimal place. Each numerical grade corresponds to a descriptor as follows:

Suspense: 0-4.9; Aprobado: 5-6.9; Notable: 7-8.9; Sobresaliente: 9-10; Matrícula de Honor is a grade of Sobresaliente plus a special mention.

The minimum pass mark for a subject is 5. (RD 1125 / 2003, BOE (Official Spanish Gazette) of 9/18/2003).

Note: "No presentado" means Not taken or Not Shown. The subject is therefore not passed.

Grade point average shown on the academic record

Depending on the year the degree programme is completed, the grade point average shown on the academic record and on the European Diploma Supplement is calculated according to one of the two systems:

On a scale of 0 to 10 (RD 1125/2003, BOE (Official Spanish Gazette) of 9/18/2003). A minimum grade of 5 is required to pass. Suspense: 0-4.9. Aprobado: 5-6.9; Notable: 7- 8.9; Sobresaliente: 9-10; Matrícula de Honor: Sobresaliente plus special mention.

On a scale of 1 to 4 (RD 1267/1994, BOE (Official Spanish Gazette) of 6/11/1994). A minimum grade of 1 point is required to pass. Aprobado: 1 point, Notable: 2 points, Sobresaliente: 3 points, Matrícula de Honor: 4 points.

In both cases, the grade point average is the weighted average of the marks based on credits and is calculated as follows: The credits assigned to each subject are multiplied by the mark obtained. These amounts are added up and the sum is divided by the total number of credits.

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
E BILBAO02	Campus Bilbao: acogida@deusto.es +34 94 4139288	Exchange.deusto.es
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortunato.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
E BILBAO02	seguros@deusto.es +34 94 4139147	Exchange.deusto.es
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
E BILBAO02	Campus Bilbao: acogida@deusto.es +34 94 4139337	Exchange.deusto.es

I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortunato.eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
E BILBAO02	Dr. D. Alexander Félix Rayón Jerez. <i>Vice-Rector for International Relations</i>	06/11/2018	
I BENEVEN04	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	08/11/2018	