

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016-2021 between institutions from programme and partner countries

#### [Minimum requirements]<sup>2</sup>

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

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

Full name of the institution / country	Erasmus code or city <sup>3</sup>	Name of the contact person	Contact details (email, phone)	Website (e.g. of the course catalogue)
Università degli Studi di Modena e Reggio Emilia (UNIMORE)  Italy	I MODENA01	International Relations Office Incoming Students Unit Prof. Enrico Francia, Dep. of Life Sciences	International Relations Office <a href="mailto:relint@unimore.it">relint@unimore.it</a>  <a href="mailto:incoming.erasmus@unimore.it">incoming.erasmus@unimore.it</a> Tel.: +39 0522 522422  Academic Coordinator: Prof. Enrico Francia, Dep. of Life Sciences <a href="mailto:sciencesenrico.francia@unimore.it">sciencesenrico.francia@unimore.it</a>	<a href="http://www.unimore.it&amp;www.international.unimore.it">www.unimore.it&amp;www.international.unimore.it</a> <a href="http://www.internationalrelations.unimore.it">www.internationalrelations.unimore.it</a> <a href="http://www.dsv.unimore.it/site/home.html">http://www.dsv.unimore.it/site/home.html</a>
University of Dschang (UDs),  Cameroon	Dschang	Prof. Emile TEMGOUA	Scientific Coordinator Dschang School of Agronomy and Environmental Sciences - University of <a href="mailto:Dschangemile.temgoua@univ-dschang.org">Dschangemile.temgoua@univ-dschang.org</a> , Phone: +237 677 01 35 64	<a href="http://www.univ-dschang.org/fasa/">http://www.univ-dschang.org/fasa/</a>

<sup>1</sup>Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup>Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

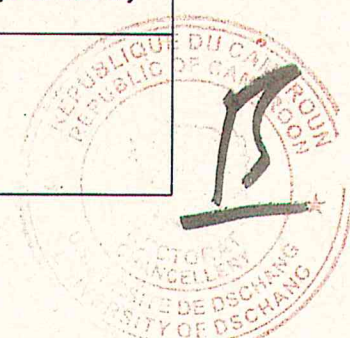
<sup>3</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

## B. Mobility numbers<sup>4</sup>per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city 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*]	Student Mobility for Traineeships (not relevant)
Dschang	I MODENA01	081 051 0721	Food and agricultural science, technology and biotechnology	2 <sup>nd</sup> and 3 <sup>rd</sup>	3 students (academic year 2018/19) <u>6-month study period</u>	-
I MODENA01	Dschang	081 051 0721	Agriculture; Biological and related sciences; Food Processing	3 <sup>rd</sup>	1 student (academic year 2018/19) <u>3-month study period</u>	

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 *
Dschang	I MODENA01	081 051 0721	Agriculture; Biological and related sciences; Food Processing	1 faculty member 7 days (+ 2 days of travel) - At least 8 teaching hours per week must be ensured	1 administrative staff member 7 days (+ 2 days of travel)
I MODENA01	Dschang	081 051 0721	Agriculture; Biological and related sciences; Food Processing	1 faculty member 7 days (+ 2 days of travel) - At least 8 teaching hours per week must be ensured	



<sup>4</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>

### 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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
I MODENA01		Italian	English (for single teaching courses taught in English)	Recommended B2 level of Italian for Italian-taught Courses; Recommended B2 level of English for single teaching courses taught in English	Recommended C1 level of Italian for Italian-taught Courses; Recommended C1 level of English for single teaching courses taught in English
Dschang		French	English	Recommended B2 level of English	Recommended B2 level of English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>6</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [http://eacea.ec.europa.eu/funding/2014/call\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php)

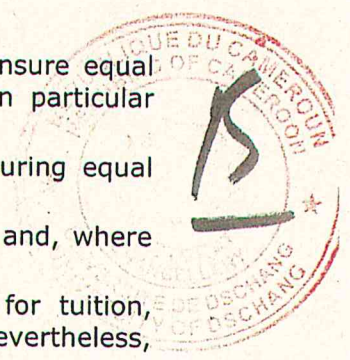
The higher education institution located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless,

<sup>5</sup>See Common European Framework of Reference for Languages

<sup>6</sup>Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

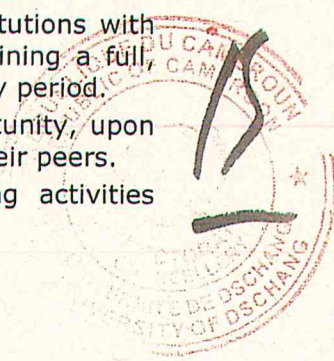
The higher education institution located in a **partner country** of Erasmus further undertakes to:

### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.



## **E. Any additional requirements**

For the implementation of the project the partners will comply with the cooperation arrangements specified in the application form which was submitted to and approved by the Italian National Erasmus+ Agency.

### **1. Selection processes**

In order to harmonize and ensure fair and transparent selection processes, the parties agree to apply the following selection criteria and weights during the selection of applicants, as specified in the submitted and approved project:

#### **FROM UNIMORE to UDs**

Outgoing PhD student from UNIMORE must apply to a public selection procedure. Candidates will be selected according to the following requirements:

- impact of the mobility on the student's PhD project and on doctorate course
- English language proficiency
- Content of the motivation letter

Candidates must also present a declaration drafted and signed by the tutor confirming that the activities to be carried out abroad fit with the research project of the candidate.

#### **FROM UDs to UNIMORE**

Outgoing MSc or PhD student from DSAES-Dschang must apply to a public selection procedure. Candidates will be selected according to the following requirements:

- impact of the mobility on the student's MSc or PhD project
- English language proficiency
- Content of the motivation letter
- the 03 research candidates will be selected in the field of nutrition, agriculture and biotechnology respectively

Candidates must also present a declaration drafted and signed by the tutor confirming that the activities to be carried out abroad fit with the research project of the candidate.

### **2. Preparation and welcoming activities for outgoing and incoming beneficiaries**

2.1 Both parties agree to provide outgoing and incoming beneficiaries with all necessary preparation and welcoming activities before and during their mobility (ex. language and cultural training, administrative and logistical support, support to the preparation of the Learning Agreement for students and the Mobility Agreement for staff, etc.);

2.2 Unimore provides the following preparation and welcoming activities:

For outgoing beneficiaries: International Welcome Desk support, administrative support for visa request and Learning and Mobility Agreement preparation, support for credit recognition and grades conversion after the mobility.

For incoming beneficiaries: welcome administrative support (residency permit, university registration, grants, housing, health assistance, public transports, etc.) and International Welcome Days; language training and support courses; mentoring, information on social and inter-cultural activities, full access to Unimore libraries, IT rooms, canteens, students' associations, etc..

2.3 UDs provides the following preparation and welcoming activities:

For outgoing beneficiaries: administrative support for visa request and Learning and Mobility Agreement preparation, support for credit recognition and grades conversion after the mobility.



For incoming beneficiaries: welcome administrative support (residency permit facilities, university registration, housing, etc.); Italian Centre language training, support courses; mentoring, information on social and inter-cultural activities, full access UDs libraries, IT rooms, students' associations, etc..

### 3. Support for beneficiaries with disabilities

3.1 The University of Modena and Reggio Emilia has a specific welcome office dedicated to Disabled People - <http://www.international.unimore.it/disabledoffice.html>

3.2 UDs will support incoming beneficiaries with disabilities... - No applicable.

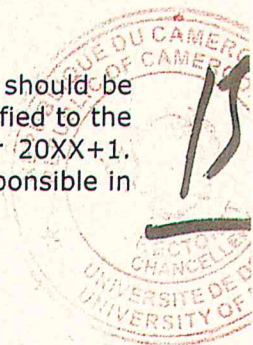
## F. Calendar

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

Receiving institution	Autumn term*	Spring term*
Modena	<p>First Semester</p> <p><b>DEADLINE for the partner University to provide the list of selected beneficiaries: May 31<sup>st</sup></b></p> <p><b>DEADLINE for Application Form: Approximately Mid-June</b></p>	<p>Second Semester</p> <p><b>DEADLINE for the partner University to provide the list of selected beneficiaries: September 30<sup>th</sup></b></p> <p><b>DEADLINE for Application Form: Approximately end of October</b></p>
Dschang	<p>First Semester</p> <p><b>DEADLINE for the partner University to provide the list of selected beneficiaries: 30<sup>th</sup> September</b></p>	<p>Second Semester</p> <p><b>DEADLINE for the partner University to provide the list of selected beneficiaries: February 28<sup>th</sup></b></p>

- The receiving institution will send its decision within 5 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.
- Termination of the agreement

In the event of unilateral termination, 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.



## G. Information

### 1. Grading systems of the institutions

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

1.1 UNIMORE -Marks awarded at Italian universities are on a scale from 18 to 30 scale (30 being the highest vote/18 the lowest). If the mark is not over 18 then the exam performance is considered unsatisfactory so no grade is written on the university student's record book. A certain number of credits are awarded for each examination.

One ECTS credit in the Italian system corresponds to 25 working hours, taking account of all types of activity required (lessons, seminars, individual or group study, etc.). So 1 CFU (CreditoFormativoUniversitario) is equivalent to 1 ECTS credit. Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at: <http://www.unimore.it/international/ects.html>.

1.2 UDs -Marks awarded at Cameroonian universities are on a scale from 0 to 20 scale (20 being the highest vote/ 0 the lowest). If the mark is not over 10, then the exam performance is considered unsatisfactory so the mark is written on the university student's record book but he failed his exam. A certain number of credits are awarded for each examination.

Each semester of study is assigned 30 credits or E.C.T.S. (European Credit Transfer System). One ECTS credit in the Cameroonian system corresponds to 15 working hours, taking account of all types of activity required (lessons, TP/TD, individual study work, etc.). Statistical distribution of grades according to the descriptions in the ECTS users' guide is available at : <http://www.camer-campus.com/lmd/>

### 2. Grading systems

2.1 Both parties agree on a shared grading conversion table, facilitating the interpretation of each grade awarded to students and the grade transfer by the beneficiaries' home institution (details will be finalised in an operational document);

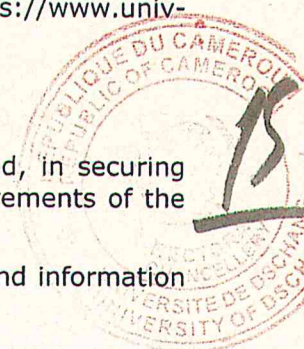
2.2 University of Modena and Reggio Emilia grading system details, as well as statistical distribution of grades for each department and grading conversion tables can be found at the following link: <http://www.unimore.it/international/ects.html>. Information is available only in ITALIAN.

2.3 University of UDs institutional grading system: available on <https://www.univ-dschang.org/bienvenue-a-la-faculte-dagronomie-et-des-sciences-agricoles/>

### 3. 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:



<sup>7</sup>[http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

Institution [Erasmus code or city]	Contact details	Website for information
Modena	<b>International Welcome Desk – Unimore</b>  <b>Ph. +39 059 2058171</b>  <b>On-line services <a href="http://www.isu-services.it/it/universities/universita-di-modena">http://www.isu-services.it/it/universities/universita-di-modena</a></b>  <b>e-mail: <a href="mailto:internationalwelcomedesk@unimore.it">internationalwelcomedesk@unimore.it</a></b>	<a href="http://www.internationalrelations.unimore.it/site/home/welcome-desk.html">http://www.internationalrelations.unimore.it/site/home/welcome-desk.html</a>
Dschang	<b>Academic and Cooperation Affairs Office</b> BP 96, Dschang (Cameroun) – Tél./Fax (237) 233 45 13 81 – E-mail : <a href="mailto:udsrectorat@univ-dschang.org">udsrectorat@univ-dschang.org</a>	<a href="http://www.univ-dschang.org">http://www.univ-dschang.org</a>

#### 4. 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.

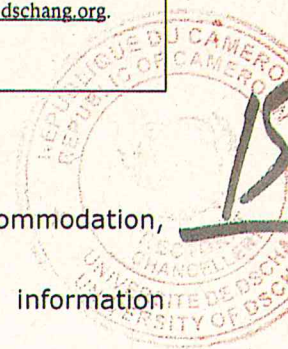
The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details	Website for information
I MODENA01	<b>International Welcome Desk – Unimore</b>  <b>Ph. 059 2058171</b>  <b>On-line services <a href="http://www.isu-services.it/it/universities/universita-di-modena">http://www.isu-services.it/it/universities/universita-di-modena</a></b>  <b>e-mail: <a href="mailto:internationalwelcomedesk@unimore.it">internationalwelcomedesk@unimore.it</a></b>	<a href="http://www.internationalrelations.unimore.it/site/home/welcome-desk.html">http://www.internationalrelations.unimore.it/site/home/welcome-desk.html</a>
Dschang	<b>Academic and Cooperation Affairs Office</b> BP 96, Dschang (Cameroun) – Tél./Fax (237) 233 45 13 81 – E-mail : <a href="mailto:udsrectorat@univ-dschang.org">udsrectorat@univ-dschang.org</a>	Website : <a href="http://www.univ-dschang.org">http://www.univ-dschang.org</a> .

#### 5. 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 or city]	Contact details (e-mail, phone)	Website for information
I MODENA01	International Welcome Desk – Unimore  Ph. 059 2058171  On-line services <a href="http://www.isu-services.it/it/universities/universita-di-modena">http://www.isu-services.it/it/universities/universita-di-modena</a>  e-mail: <a href="mailto:internationalwelcomedesk@unimore.it">internationalwelcomedesk@unimore.it</a>	<a href="http://www.internationalrelations.unimore.it/site/home/welcome-desk.html">http://www.internationalrelations.unimore.it/site/home/welcome-desk.html</a>
Dschang	Academic and Cooperation Affairs Office BP 96, Dschang (Cameroun) – Tél./Fax (237) 233 45 13 81 – E-mail : <a href="mailto:udsrectorat@univ-dschang.org">udsrectorat@univ-dschang.org</a>	Website : <a href="http://www.univ-dschang.org">http://www.univ-dschang.org</a> .

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

Institution	Name, function	Date	Signature
Università degli Studi di Modena e Reggio Emilia (UNIMORE)	Prof. Angelo O.Andrisano Rector	02 FEB, 2018	
University of Dschang (UDs)	Prof Antoine Roger Pepin TSAFACK NANFOSSO Rector		