



**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the
Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2022-2027 in:

- KA131

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](#)² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)³ and in line with the technical standards of the [European Student Card Initiative](#)⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme;
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en.

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en.

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en.

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
<p>Università degli Studi di Modena e Reggio Emilia⁷</p> <p>Dipartimento di Educazione e Scienze Umane Reggio Emilia campus</p>	I MODENA01	<p>Ufficio Relazioni Internazionali E-Mail: agreements@unimore.it</p> <p>Erasmus coordinator: Roberta Mineo roberta.mineo@unimore.it Annalisa Sezzi annalisa.sezzi@unimore.it</p>	<p>UNIMORE http://www.international.unimore.it/ Course Catalogue https://international.unimore.it/study.html To choose courses (Select: academic year and Department of interest) https://www.esse3.unimore.it/ListaFacolta.do?sessionId=CBF24F3AB0EBDFCC1EBEDE57E6EE6899.jvm_unimore_esse3web06?cod_lingua=eng Erasmus+ at UNIMORE https://international.unimore.it/erasmus.html Department website: https://www.des.unimore.it/site/home.html</p>
<p>Federal University of São Carlos (UFSCar)</p> <p>Centre for Education and Human Sciences São Carlos campus</p>	São Carlos	<p>International Relations Office E-Mail: srinter@ufscar.br</p> <p>Institutional coordinator: Prof. Márcio Weber Paixão srinter@ufscar.br Andréia Businaro Forim srinter@ufscar.br</p>	<p>UFSCar https://www.ufscar.br/foreign-visitor Course Catalogue https://www.prograd.ufscar.br/cursos International student mobility at UFSCar https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1 Center website: https://www.cech.ufscar.br/</p>

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁸ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

⁷ **MODENA Campus Departments/Degree Courses:** Life Sciences; Chemical and Geological Sciences; Physics, Informatics and Mathematics; Economics "Marco Biagi"; Engineering "Enzo Ferrari"; Law; Studies on Language and Culture; Medicine and Surgery; Nursing; Midwifery; Imaging and Radiotherapy Techniques; Biomedical Laboratory Techniques; Dietetics; Cardiocirculatory and Cardiovascular Perfusion Techniques; Dental Hygiene. **REGGIO EMILIA Campus Departments/Degree Courses:** Food and Agricultural Sciences; Communication and Economics; Education and Humanities; Engineering Sciences and Methods; Nursing, Occupational Therapy; Physiotherapy; Psychiatric Rehabilitation Techniques; Psychological Sciences and Techniques, Digital Education.

⁸ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

I MODENA01	São Carlos	01	Education	short cycle, 1 st , 2 nd , 3 rd	2	min 3, max 6 each student	N/A	N/A
São Carlos	I MODENA01		Pedagogy	short cycle, 1 st	2	min 3, max 6 each student	N/A	N/A
			Education	2 nd , 3 rd				

3. 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 skills⁹ at the start of the mobility period (see also section 6 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
I MODENA01		Italian	English	English B2 or higher (Common European Framework of Reference of Languages)/IELTS 5.5/6.4/TOEFL paper based test minimum score 510/Cambridge FCE	N/A
São Carlos		Portuguese	-	Portuguese B1 or higher	N/A

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, 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.

5. Outreach and selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.

⁹ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

Applications/Information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline
I MODENA01	<p>Winter Term from mid-September to mid-February including Language courses and examination session</p> <p>Spring Term from mid-February to mid-July including Language courses and examination session</p>	<p>Winter Term Nominations - end of May Applications - mid June</p> <p>Spring Term Nominations - end of September Applications - mid-October</p>
São Carlos	<p>1st Term from early March to mid-July including examination session</p> <p>2nd Term from early August to mid-December including examination session</p>	<p>1st Term Nominations - end of October Applications - November 10th</p> <p>2nd Term Nominations - early May Applications - May 20th</p>

The receiving institution will send its decision within 5 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I MODENA01	incoming.erasmus@unimore.it	https://international.unimore.it/erasmusincoming.html
São Carlos	mobilidade-srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements

Selection criteria			
Receiving Institution [Erasmus code or city]	Requirement	Details	Website for information (optional)
I MODENA01	Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code)/EQF level/Language skills/activities to carry out	
	CV		
	Motivation letter		
	Inclusion measures ¹⁰	<ul style="list-style-type: none"> • participants with certified physical, mental and health problems • certified economic disadvantage • cultural differences e.g. individuals from migrant backgrounds and 	

¹⁰ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en.

		refugees, national or ethnic minorities, people with difficulties in linguistic adaptation and cultural inclusion, etc. • students with minor children • working students • students who are professional athletes • students who are orphans of at least one parent • students who are children of victims of terrorism and organized crime	
	Other		
São Carlos	Transcript of records	Courses attended and grades received Proof of registration and effective attendance as a regular student	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements
	Other		

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- To the extent that funds are available, provide participants with their **grant as soon as possible upon arrival**, including, if necessary, a first payment using cash, check

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en.

or similar to avoid delays linked to opening a bank account.

- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation Visa Insurance	I MODENA0 1	International Welcome Desk – Unimore Ph. 0039 059 2058171 Email: internationalwelcomedesk@unimore.it	Online services: https://isu-services.it/en/universities/unimore-exchange-incoming-students-2022-2023
Language Support	I MODENA0 1	Unimore Language Center – CLA	http://www.cla.unimore.it/site/en/home.html
Inclusion of participants with fewer opportunities	I MODENA0 1	The University of Modena and Reggio Emilia has a Disabled People's Service who works in the two campuses to attend to the needs of the university population with disabilities, taking into account each person's individual circumstances	https://international.unimore.it/disabledoffice.html
Mentoring	I MODENA0 1	Erasmus Student Network – ESN	https://modena.esn.it/

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation Visa Insurance	São Carlos	Division of International Academic Mobility – UFSCar Ph. 0055 16 3351 9633 Email: mobilidade-srinter@ufscar.br	https://www.srinter.ufscar.br/en/academic-mobility/study-at-ufscar-1/bilateral-agreements https://www.srinter.ufscar.br/en/useful-information/where-to-live https://www.srinter.ufscar.br/en/useful-information/visa-to-study-in-brazil
Language Support	São Carlos	UFSCar Institute of Languages – IL	https://www.institutodelinguas.ufscar.br/administracao/il-folder/il/en/about-us
Inclusion of participants with fewer opportunities	São Carlos	The Federal University of São Carlos has an Affirmative Actions, Diversity and Equity Office which works to attend to the needs of the university population with disabilities, taking into account each person's individual circumstances	https://www.saade.ufscar.br/front-page https://www.acessibilidade.ufscar.br/
Mentoring	São Carlos	The Federal University of São Carlos has a Coordinator for Academic and Educational Monitoring of	Coordinator for Academic and Educational Monitoring of Students: https://www.prograd.ufscar.br/estudantes-de-graduacao/acompanhamento-pedagogico ProEstudo: https://www.proestudo.ufscar.br/

		<p>Students which works in the coordination of measures to monitor the academic and educational progress of 1st study cycle students, e.g. Student Training Program for Study – ProEstudo</p>	
--	--	--	--

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

I MODENA01 – https://international.unimore.it/ects.html
--

São Carlos – rules and regulations for activities and the corresponding credits at 1 st study cycle degree courses: https://www.prograd.ufscar.br/conselho-de-graduacao-1/arquivos-conselho-de-graduacao/regimento-geral-dos-cursos-de-graduacao-1
--

São Carlos – rules and regulations for activities and the corresponding credits at 2 nd and 3 rd study cycle degree courses: https://www.propq.ufscar.br/pt-br/pos-na-ufscar/resolucao-consuni-no-45-de-01-de-abril-de-2021
--

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
I MODENA01	N.a.	Statistical distribution of grades according to the descriptions in the ECTS users' guide are available at: https://international.unimore.it/ects.html
São Carlos		Information on grading system and scale for 1st study cycle degree courses: https://www.prograd.ufscar.br/conselho-de-graduacao-1/arquivos-conselho-de-graduacao/regimento-geral-dos-cursos-de-graduacao-1 Information on grading system and scale for 2nd and 3rd study cycle degree courses: https://www.propg.ufscar.br/pt-br/pos-na-ufscar/resolucao-consuni-no-45-de-01-de-abril-de-2021

9. Any other information regarding the terms of the agreement

This agreement becomes effective upon the signing by both institutions and will be valid until July 31, 2027.

10. Termination of the agreement

This agreement may be formally modified via an amendment signed by the authorized representatives of both institutions.

This agreement may be terminated by either institution upon written notice of at least one academic year given to the other institution along with return receipt. In the event of unilateral termination, ongoing exchanges will be duly concluded. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
I MODENA01	Prof. Carlo Adolfo PORRO <i>Rettore</i>	Jan. 4, 2023	
São Carlos	Prof. Ana Beatriz DE OLIVEIRA <i>Rector</i>	Dec. 21, 2022	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.