



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 171**

Learning mobility for higher education students and staff

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

G.A. n. 2022-1-IT02-KA171-HED-000073309

**Università degli studi di Camerino (UNICAM) E10208672
and
Universidad Central De Venezuela (UCV) E10212594**

Interinstitutional Agreement between Università degli studi di Camerino and Universidad Central De Venezuela

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 2022-2025 in:

- KA171

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 Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, 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

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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
University of Camerino UNICAM	I CAMERIN01	<p>Rector Delegate Professor Emanuele Tondi emanuele.tondi@unicam.it +39 0737 402604</p> <p>Agreement Supervisor: Professor Miller Zambrano miller.zambrano@unicam.it +390737402627</p> <p>Administrative contact: Dr.ssa Sara Rossini sara.rossini@unicam.it +390737404601</p>	<p>General: https://www.unicam.it/en/home</p> <p>Faculty/faculties: https://www.unicam.it/en/home</p> <p>Course catalogue: https://www.unicam.it/en/offerta-formativa-en</p>
Universidad Central De Venezuela UCV	Caracas	<p>Rector Delegate (Cecilia García-Arocha Marquez) (ceciliaga56@gmail.com) (58+212-6053944)</p> <p>Agreement Supervisor: Prof. Katya Cecilia Reategui Palomino katyareategui@gmail.com +584242024105</p> <p>Administrative contact: Prof. Juan Francisco Conteras Internacionales.dicori@gmail.com +58412224423</p>	<p>General: http://www.ucv.ve/</p> <p>Faculty/faculties: http://gea.ciens.ucv.ve/geoquimi/</p> <p>Course catalogue: http://gea.ciens.ucv.ve/geoquimi/</p>

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.

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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 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]	Acade mic Year	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (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]
UCV, Caracas	I CAMERINO 1	2022/23	05	Natural Sciences	N/A	N/A	N/A	1	15
		2023/24	05	Natural Sciences	Equivalent to 2 nd or 3 rd cycle	1	6	N/A	N/A
		2024/25	05	Natural Sciences	Equivalent to 2 nd or 3 rd cycle	1	6	N/A	N/A
I CAMERINO1	UCV, Caracas	2023/24	05	Natural Sciences	N/A	N/A	N/A	1	13

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

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 skills⁸ at the start of the mobility period (see also section 5 "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 CAMERIN01	N/A	English	English	Mandatory B1 level of Italian for Italian-taught courses. Mandatory B2 level of English for English-taught courses. International Language certification accepted for English: TOEFL, Ielts, Cambridge, TOEIC, GESE, APTIS. International Language certification for Italian: CELI, CILS, PLIDA.	Mandatory B2 level of English
UCV, Caracas	N/A	English	English	Mandatory B2 level of English	Mandatory B2 level of English

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.

⁸ 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>

4. Partnership arrangements: fees

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

- In connection with the organization 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.
- 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 ⁹
I CAMERIN01	Winter Term: from October to February Spring Term: from March to July	Deadline for the Winter Term: 15 th of June Deadline for the Spring Term: 31 th of October
UCV, Caracas	Winter Term: from October to February Spring Term: from March to July	Deadline for the Winter Term: 15 th of June Deadline for the Spring Term: 31 th of October

The receiving institution will send its decision within 4 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:

List of selected beneficiaries (staff) must be provided to the receiving institution at least **3 months before** the start of the mobility.

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

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Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I CAMERIN01	Administrative staff Dr.ssa Sara Rossini sara.rossini@unicam.it +390737404601	https://international.unicam.it/
UCV, Caracas	Administrative staff Prof. Juan Francisco Conteras Internacioanles.dicori@gmail.com +584122224423	http://www.ucv.ve/dicori

Selection criteria for students	
Requirement	Details
Academic requirements	<ul style="list-style-type: none"> - Number of ECTS credits (or equivalent) already completed / current level of completion of studies; - Average exams marks; - Language skills (min B2). (Max 60 points)
CV	To be evaluated activities consistent with the mobility period planned. (Max 10 points)
Motivation letter	(Max 10 points)
Learning Agreement	<ul style="list-style-type: none"> - Coherence of the planned activities with the study course; - Amount of credit to be recognized at the end of the mobility period. (Max 20 points)
Inclusion measures ¹⁰	Participants with fewer opportunities will receive 15 additional points. Fewer opportunities must be declared by the student coherently with the national law.

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

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Selection criteria for staff	
Requirement	Details
First time applying for a staff mobility period	(5 points)
Relevance of the mobility period	The Professor is the Supervisor of an Erasmus+ Interinstitutional Agreement (3 points)
Mobility Agreement	- Coherence of the planned activities with the Project and the aims of the cooperation with the Partner; - Added value of the mobility period. (Max 10 points)

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**.

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

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- 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.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check 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	I CAMERIN01	Welcome office Dr.ssa Camilla Pepe welcome@unicam.it +39 0737402018	https://international.unicam.it
Language Support	I CAMERIN01	International Relations Office Dr.ssa Caterina Marchetti caterina.marchetti@unicam.it +39 0737404623	https://international.unicam.it
Visa	I CAMERIN01	International Relations Office Dr.ssa Sara Rossini sara.rossini@unicam.it	https://international.unicam.it

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		+390737404601	
Insurance	I CAMERIN01	International Relations Office Dr.ssa Sara Rossini sara.rossini@unicam.it +390737404601	https://international.unicam.it
Inclusion of participants with fewer opportunities	I CAMERIN01	Sustainability Office Dr.ssa Emanuela Zecchini emanuela.zecchini@unicam.it +39 0737404602	https://www.unicam.it/studente/servizi-studenti/accoglienza-studenti-con-disabilit%C3%A0-e-con-dsa
Mentoring	I CAMERIN01	Mobility Tutor Selected each academic year relazioni.internazionali@unicam.it	https://tutorato.unicam.it/node/35
Grant payments	I CAMERIN01	International Relation Office Dr.ssa Sara Rossini sara.rossini@unicam.it +390737404601	https://international.unicam.it/
Alumni information	I CAMERIN01	ESN A.U.R.E. Camerino camerino@esn.it	https://camerino.esn.it/

pl.

[Signature]

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

Recognition tool that will be used: <https://education.ec.europa.eu/education-levels/higher-education/inclusive-and-connected-higher-education/european-credit-transfer-and-accumulation-system>

- 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 organizations 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 **4 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' guide¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	INFORMATION	Website for information
I CAMERIN01	<p>University of Camerino uses a grading scale from 1/30 to a maximum of '30/30 cum laude'. The Minimum passing grade is 18/30. A "Fail" or "Withdrawn" grade may be recorded if lower scores are obtained, but such fail scores are never reported in the official transcripts.</p> <p>Sometimes Italian scores are converted to the ECTS system (e.g. in transcripts to/from other European universities). The ECTS scale is a grading system designed to facilitate the transfer of academic results (grades) between different national assessment systems in the European Higher Education Area. It allows the conversion of the grades from one country into grades used in another country, following common European rules.</p> <p>ALTHOUGH THE ECTS SYSTEM USES LETTERS FROM A TO F FOR SCORING, THE MEANING OF SUCH LETTER SCORING IS DIFFERENT FROM THAT USED BY U.S. AND OTHER NON-EUROPEAN UNIVERSITIES. A DIRECT CORRESPONDENCE IS NOT PRESENT.</p> <p>Grading system:</p> <ul style="list-style-type: none"> • 0 – 17: failure; • 18 – 19: pass; • 20 – 24: satisfactory performance; • 25 – 27: good performance; • 28 – 29: very good performance; • 30: maximum mark. A distinction ("lode") may be added as a mention for special merit. 	<p>https://international.unicam.it/ects-system</p>
UCV, Caracas	The Universidad Central de Venezuela, uses a grading scale from 1/20 to a	http://www.ucv.ve/

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

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	maximum of 20/20. The Minimum passing grade is 10/20. Grading system: <ul style="list-style-type: none">• 0 – 10: failure;• 10 – 15: pass;• 16 – 17: satisfactory performance;• 18 – 19: very good performance;• 20: maximum mark.	
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9. Modification and termination of the agreement

Modification of the Agreement: any relevant change to the Interinstitutional Agreement (e.g. total modification of number, type, duration of mobilities) must be formalize through an Amendment to the IIA. The Amendment specify the new set of rules and must be accepted and sign as the original Interistitutional Agreement. In case of modification a notice of at least one semester must be given.

Termination of the Agreement: in the event of unilateral termination, a notice of at least one academic year must 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.

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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
University of Camerino UNICAM I CAMERIN01	Professor Claudio Pettinari Rector of the University of Camerino UNICAM	03/07/23	 
Universidad Central De Venezuela UCV	Cecilia García-Arocha Márquez Rectora De La Universidad Central De Venezuela	16/06/23	 

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

