



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**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 20[21]-20[27] in:

- KA131
- 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

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
Università degli Studi di Perugia	I PERUGIA 01	<p>Academic Coordinator</p> <p>Department of Department of Civil and Environmental Engineering</p> <p>Prof. Benedetta Terenzi</p> <p>E – mail: benedetta.terenzi@unipg.it</p> <p>Administrative Coordinator:</p> <p>Sonia Trinari</p> <p>Head International Relations Office</p> <p>Università degli Studi di Perugia</p> <p>Piazza Università, 1 06123 Perugia – Italy</p> <p>e-mail: area.relint@unipg.it</p> <p>Tel. +39-075-5852106; +39-075-5852084</p> <p>Fax: +39-075-5852209</p>	<p>University of Perugia http://www.unipg.it/</p> <p>International Relations Area: http://www.unipg.it/internazionale</p> <p>ECTS Catalogue: http://www.unipg.it/en/ects-guide</p> <p>Academic calendar: http://www.unipg.it/en/courses/academic-calendar</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.

Universidade do Estado de Santa Catarina - UDESC	BR FLORIANÓ PO LIS01	<p>Academic Coordinator Department of Design Prof. Gabriela Botelho Mager E – mail: gabriela.mager@udesc.br</p> <p>Administrative Coordinator: Name: Júlia Vieira Rodrigues Head of Institutional and International Affairs - UDESC Av. Madre Benvenuta, 2007 Itacorubi, Florianópolis / SC CEP: 88.035-901 Brazil e-mail: julia.rodrigues@udesc.br scii.reitoria@udesc.br Tel. + 55 48 36648081</p>	Universidade do Estado de Santa Catarina - UDESC https://www.udesc.br/ Design Course catalogue: https://www.udesc.br/ceart/design Broader course catalogue: https://www.udesc.br/arquivos/udesc/documentos/Guia_de_cursos_ingles_TRADU__O_15698759983354_5403.pdf .
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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.

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	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]

		ISCED CODE ⁷ (optional)						
I PERUGIA 01	BR FLORIANÓ PO LIS01	0212	Fashion, Interior and Industrial Design	1 st , 2 nd , 3 rd	2	6		
		0720	Manufact uring and processin g, not further defined	1 st , 2 nd , 3 rd	2	6		
		0730	Architect ure and constructi on, not further defined	1 st , 2 nd , 3 rd	2	6		
BR FLORIAN ÓPO LIS01	I PERUGIA 01	0212	Fashion, Interior and Industrial Design	1 st , 2 nd , 3 rd	2	6		

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

		0720	Manufacturing and processing, not further defined	1 st , 2 nd , 3 rd	2	6		
		0730	Architecture and construction, not further defined	1 st , 2 nd , 3 rd	2	6		

Optional additional information

e.g. blended mobility, etc.

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	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility	Staff Mobility

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>

[Erasmus code or city]				[Minimum recommended level in at least one of the languages: B1]	[Minimum recommended level in at least one of the languages for teaching: B2]
BR FLORIANÓPOLIS01		Portuguese	English (for the courses held in English language)	B2, B1 (English)	B2
I PERUGIA01		Italian	English (for the courses held in English language)	A2 (Italian),	B1 (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.

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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
Workload-based split (recommended practice)	Sending-side tasks (UniPG):
	Receiving-side tasks (Torrens):

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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
BR FLORIANÓPOLIS01	Spring Term: from August to December Autumn Term: from February to July	Spring Term Application: Around November 30th Autumn Term Application: Around May 30th
I PERUGIA01	Winter Term: from September to January Spring Term: from February to June	Winter Term Application deadline: June 30th Spring Term Application deadline: November 30th

The receiving institution will send its decision within [x] 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:

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

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I PERUGIA01	servizio.incoming@unipg.it Tel. +39-075-5852024 Fax +39-075-5852352 area.relint@unipg.it Tel. +39-075-5852106	http://www.unipg.it/en/ects-guide
BR FLORIANÓPO LIS01	scii.reitoria@udesc.br matheus.santos@udesc.br ivan.tonon@udesc.br Tel. + 55 48 36648081	https://www.udesc.br/international/join

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies: 180 ECTS completed, enrolled in the Master Subject area (ISCED code) EQF level 5-8	
CV		
Motivation letter	With portfolio	
Inclusion measures ¹⁰	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide)	

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

	To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	
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.

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

- 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.

Università degli Studi di Perugia

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	I PERUGIA01	servizio.incoming@unipg.it Tel. +39-075-5852024, Fax +39-075-5852352 area.relint@unipg.it Tel.+39-075-5852106	http://www.unipg.it/en/ects-guide
Language Support	I PERUGIA01		
Visa	I PERUGIA01	servizio.incoming@unipg.it	Non EU Students have to apply in University website https://www.university.it/first-steps specifying that they are applying for an Erasmus mobility period of study at the Università degli Studi di Perugia. They will also be required to upload some compulsory documents, such as a valid passport, Transcript of Records and Learning Agreement approved.
Insurance	I PERUGIA01	servizio.incoming@unipg.it Tel. +39-075-5852024, Fax +39-075-5852352 area.relint@unipg.it Tel.+39-075-5852106	
Inclusion of participants with fewer opportunities	I PERUGIA01	servizio.incoming@unipg.it	https://www.unipg.it/disabilita-e-dsa <u>Available infrastructure adjusted for people with</u> - Reduced mobility

			<ul style="list-style-type: none"> - Hearing impairments - Visual impairments - Specific language disorders <u>Description of infrastructure</u> <ul style="list-style-type: none"> - Specific software - Text-to-speech - Tablet Apple, Samsung and Microsoft - Livescibe Echo Pen - InL@b - Inclusive technologies laboratory
Mentoring	I PERUGIA01		
Grant payments	I PERUGIA01		
Alumni information	I PERUGIA01		

Universidade do Estado de Santa Catarina - UDESC

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	Udesc does not offer student housing. The International Office can assist students by suggesting neighborhoods and locations for rental accommodations.
Language Support	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	UDESC offers a semester-long Portuguese course for international students participating in academic mobility at the Florianópolis campus.
Visa	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	International students must apply for a student visa at a Brazilian Consulate in order to enter the country in compliance with immigration regulations.
Insurance	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	
Inclusion of participants with fewer opportunities	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	

Mentoring	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	UDESC offers incoming international students a peer-support system carried out voluntarily by domestic students — the so-called <i>Buddy Program</i> .
Grant payments	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	
Alumni information	BR FLORIANÓPOLIS01	ivan.tonon@udesc.br scii.reitoria@udesc.br	

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. [the European Credit Transfer and Accumulation System](#).]*

ECTS

- 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.
 - o

7. 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.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
I PERUGIA 01	ECTS (European Credit Transfer and Accumulation System)	
BR FLORIANÓPOLIS01		https://www.udesc.br/international/exchangeprograms/equivalence

Grade	Grade code	Mark
High Distinction	HD	85 – 100
Distinction	D	75 – 84
Credit	C	65 – 74
Pass	P	50 – 64
Non-Graded Pass	NGP	N/A
Supplementary Pass	SP	50
Conceded Pass	CP	50
Terminating Pass	TP	50
Fail	F*	49 and below

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

8. Any other information regarding the terms of the agreement (optional)

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9. 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."]

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
I PERUGIA01	The Rector Prof. Massimiliano MARIANELLI		
BR FLORIANÓPOLIS01	The Rector Prof. José Fernando FRAGALLI		

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



Assinaturas do documento



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