

PARTNER INSTITUTION LOGO



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Erasmus+ Programme

Key Action 1
Higher Education Student Mobility for Traineeships

Inter-institutional¹ agreement 2014-2020 between programme countries

[Minimum requirements]²

The institutions named below agree to cooperate for the exchange of students in the context of the Erasmus+ programme mobility for Traineeships. 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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
University of Padova Riviera Tito Livio nr. 6 I - 35122 Padova ITALY	I PADOVA01	<i>Career Service</i> Chief: Mrs Gilda Rota gilda.rota@unipd.it stage.estero@unipd.it ph. +39 049 827 3071 fax. +39 049 827 3524 Prof. Vice Rector for the <i>Erasmus+ for Traineeships Programme</i>	www.unipd.it/stage

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.



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B. Mobility numbers⁴ 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.]

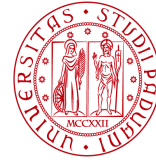
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods
				Student Mobility for Traineeships *
I Padova01			1 st , 2 nd , 3 rd	Nr. student x nr. months
I Padova01			1 st , 2 nd , 3 rd	Nr. student x nr. months
I Padova01			1 st , 2 nd , 3 rd	Nr. student x nr. months
	I Padova01			

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student mobility periods or average duration can be indicated if relevant.]*

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 their traineeship.

⁴ 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>)



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Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵
				Mobility for traineeship [Minimum recommended level: B2]
I Padova01		English	Italian	B1/2

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

Welcome infrastructure in the institutions

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I Padova01	Career Service	http://www.unipd.it/en/internships-and-job-placement

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I Padova01	June	November

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 4 weeks.

⁵ 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>



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3. A Certificate of Completion will be issued by the supervising Professor of the receiving institution at the end of the Traineeship Mobility. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. 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 2020 will only take effect as of 1 September 2020+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."]

F. Information

1. Grading systems of the institutions

Not applicable to Traineeships mobility.

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
I Padova01	SAOS - Servizio Accoglienza Ospiti Stranieri tel. +39 049 827 3077 saos@unipd.it	http://www.unipd.it/en/research/international-scholars/welcome-desks

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
I Padova01	Career Service Riviera Tito Livio 6 –	http://www.unipd.it/en/internships-and-job-placement



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	Padova tel. +390498273071 stage.estero@unipd.it	

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:

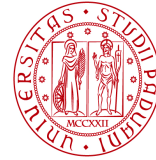
Institution [Erasmus code]	Contact details (email, phone)	Website for information
I Padova01	SASSA Service – Esu Accommodation	http://www.sassa.org/index.php?lang=en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
I Padova01	Prof.		

⁶ Scanned signatures are accepted

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ANNEX

G. INSTITUTIONAL COORDINATORS [optional]

Institution [Erasmus code]	Name	School	Contact email	Date	Signature ⁷
I Padova01	Prof.				
I Padova01	Prof.				

⁷ Scanned signatures are accepted