



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 2022-2025 in:

- KA171 in the framework of the UNIADRION ITALY Consortium

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

2. Mobility numbers

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, through an exchange of emails as written proof.

Number of student and staff mobility periods

FROM	TO	Subject area	Subject area	Study cycle	Student Mobility	Student Mobility	Staff Mobility	Staff Mobility
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	ISCED CODE	NAME (optional)	[short cycle, 1st, 2nd or 3rd] (optional)	[Specify here total number of students]	[Specify here total number of months]	[Specify here total number of staff]	[Specify here total number of days]
ME PODGORI02	I MESSINA01		All areas	1 st , 2 nd and 3 rd cycle	2	12 months	2	14 days
I MESSINA01	ME PODGORI02		All areas	1 st , 2 nd and 3 rd cycle	2	12 months	2	14 days

Optional additional information

7 <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-f2cf3a442bf/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	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 MESSINA01		English	Italian	B1	B2
ME PODGORI02		English	Montenegrin	B2	B2

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.cedefo.europa.eu/en/resources/european-language-levels-cefr>

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				

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 MESSINA01	Winter term (September-February) and full year mobility Spring term (March-July)	30 th June 30 th November
ME PODGORI02	First semester (winter): end of September – mid February Second semester (spring): mid-February – mid July	Winter Term: Nomination deadline 15 May Application deadline 30 May Spring term: Nomination deadline 15 November Application deadline 30 November

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

The receiving institution will send its decision within 2 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 MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it https://international.unime.it/ Tel: +390906768539	https://www.unime.it/international/opportunita-allestero/erasmus/erasmus-icm-outgoing-extra-eu https://international.unime.it/mobility/outgoing-mobility/mobility-study-extra-eu https://international.unime.it/mobility/incoming-mobility/erasmus-incoming-extra-eu-countries-ka171	
ME PODGORI02	iroucom@ucq.ac.me	https://www.ucq.ac.me/object/bloc/1022/object/151313-information-for-incoming-exchange-students	

Selection criteria

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

Requirement	Details	Website for information (optional)
Academic requirements	UNIME selection: Student Mobility for Study/Traineeship (SMS/SMP):	

	- Academic performance (100%): average mark (I&II cycle students); Bachelor & Master Degree final mark for PhD students - Language skills: level B2 (English) Staff (STA): - Subject area code affinity (20,00%) (6/30 points) - Language skills (6,67%) Level B2 English (2/30 points) - Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) Staff (STT): - Subject area code affinity (for professors) or staff working at the International Relations Office (for administrative staff) (13,33%) (4/30 points) - Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) - Language skills (13,33%) Level B2 English (4/30 points) ME PODGORI02 selection: <u>Students</u> - Academic merit (average academic grade x 0.4)	
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	- Motivation letter 0-2 - (motivational letter addressed to the university and field of study - 2 points), less original, more abstract, letter in which the motivation for mobility is less expressed 1 point; unoriginal motivational letter or taken from another author - 0 points - Extracurricular activities 0-2 - participation in volunteer activities, especially in connection with international events organized by UCG and humanitarian actions - 1 point, membership in the Erasmus Student Network (ESN) - 0.5 points, other extracurricular activities - 0.5 points no activity - 0 points; - Language proficiency 0-1 - proof of knowledge of the English language at level C1 or C2 (0.5 points) proof of knowledge of the language of instruction (if it is not English) at least B2 level (0.5 points) - Previous mobility experience 0-1, no experience in mobility programs - 1 point, one experience in mobility programs - 0.5 points, two or more experiences in mobility programs - 0 points <u>Staff (STT and STA)</u> - Work experience at the University of Montenegro up to 3 points - Academic Title (only for teaching) up to 5 points - Number of previous mobility participations in the last three years up to 4 points	
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	- Contribution to internationalization up to 11 points - Quality and content of the application up to 10 points	
CV	UNIME selection: Staff (STT/STA): - CV (33,33%) (10/30 points) - Past mobility experience (6,67%): higher score to beneficiaries with fewer Erasmus mobility experiences (2/30 points)	
Motivation letter	UNIME selection: not required	
Inclusion measures ¹⁰	- students in disadvantaged economic conditions based on income as established by individual national provisions (certificable or self-declarable) - students with disabilities or certifiable physical, health and mental problems according to individual national provisions (certificable) - students with minor children (self-declaration) - working students (self-declaration) - students orphaned by at least one parent (self-declaration)	

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

	- students who are children of victims of terrorism and organized crime (self-declaration) - professional student athletes (self-declaration) - students from ethnic, linguistic or religious minorities (self-declaration) - refugee students or asylum seekers (self-declaration)	
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.

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

- 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.
- 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 MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit	https://international.unime.it/services/facilities/housing

		E-mail: fscribano@unime.it Tel: +390906768539 irouom@ucg.ac.me		https://www.ucg.ac.me/obiava/blog/1023/obiava/151313-information-for-incoming-exchange-students
	ME PODGORI02			
Language Support	I MESSINA01	Concetta Butà Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768356		https://cla.unime.it/
	ME PODGORI02	irouom@ucg.ac.me		
Visa	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539		https://international.unime.it/messina/residence-permit
	ME PODGORI02	irouom@ucg.ac.me		https://www.ucg.ac.me/obiava/blog/1023/obiava/151313-information-for-incoming-exchange-students
Insurance	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it		https://international.unime.it/

	ME PODGORI02	Tel: +390906768539 irouom@ucg.ac.me	https://www.ucg.ac.me/objava/blog/1023/objava/151313-information-for-incoming-exchange-students
Inclusion of participants with fewer opportunities	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539 Marisa Currao, Head of DSA Email: servizi.dd@unime.it Tel: +390906765066 irouom@ucg.ac.me	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://international.unime.it/services/disability-sld-services-students
Mentoring	I MESSINA01	Concetta Butà Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768356 irouom@ucg.ac.me	https://international.unime.it/ https://www.unime.it/international/opportunita-allestero/referenti-la-mobilita-internazionale
Grant payments	UNIADRION ITALY Consortium	uniadrion.italy@sm.univpm.it	

Alumni information	I MESSINA01	Concetta Butà Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768356 irouom@ucg.ac.me	https://international.unime.it/services https://international.unime.it/messina
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7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

UNIME adopts the European Credit Transfer and Accumulation System
<https://international.unime.it/mobility/international-mobility>

UoM adopts the 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 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:
 - 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.
 - 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' 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 MESSINA01		UniMe adopts the Italian Grading Scale from 18 (less than 18 the exam is failed) to 30. UniMe officially adopts the ECTS conversion scale https://international.unime.it/mobility/international-mobility
ME PODGORI02		https://www.ucg.ac.me/objava/blog/19379/objava/89205-grading-system-of-the-university-of-montenegro

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

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

10. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. 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 MESSINA01	Prof. Giovanna Spatari Rector	26/02/2026	 
ME PODGORI02	Prof. dr Vladimir Bozovic Rector	26/02/2026	 

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

