

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional agreement 2017-2018
between
University of Messina
And
University of Sfax

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Fullname of the institution / country	Erasmus code or cit	Contact details (email; phone)	Website (eg. of the course catalogue)
University of Messina/Italy	I MESSINA01	Giuseppe Lucchese - Head of International Relations Unit cuprog@unime.it +390906768533/00/3 4	www.unime.it
University of Sfax	Sfax (TN)	Fatma GHORBEL Université de Sfax Direction des Affaires Académiques et de Partenariat Scientifique Service de Coopération	www.uss.rnu.tn

		Internationale Tél: +21674240986 Fax: +21674240913 Adresse: Route de l'Aéroport km 0.5 - BP.1169 - 3029 - Sfax - Tunisie	
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B. Mobility numbers 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeship S *
SFAX	I MESSINA 01	07	Engineering, Manufacturing and Constructions	all	30 months	
		04	Business Administration and law			
		091	Health			
		06	ICT			
		05	Natural Sciences, Mathematics and Statistics			

		022	Humanities		
		023	Languages		

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 the study or teaching period:

Receiving institution [Erasmus code or city]	Optional Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I MESSINA 01		Italian	English	B1	
Sfax		French	English	B2	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The University of Messina holds and respects the Erasmus Charter for Higher Education which can be found at the following link: <http://www.unime.it/it/international/echeaps>

The University of Sfax located in Tunisia, **Partner Country** of Erasmus+, respects the following set of principles and requirements:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The University of Sfax located in Tunisia, **Partner Country** of Erasmus+, further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Selection criteria are jointly defined by the partners, based on transparency, fairness, equal opportunities, accessibility for all. Each sending institution will be responsible for the internal selection procedure of its outgoing students; transparency and fair treatment is ensured by agreed selection guidelines. Each University will select its outgoing students and staff, validating applications from an administrative (complete applications based on requested documents at the moment of the call for applications) and an academic point of view (excellence). Selections will be transparent, fair and documented, respecting equal opportunities and gender balance and based on:

Bachelor/Master Students

Average mark; Relevance of proposed activities in the Learning Agreement according to the University studies; Language skills; Other relevant experiences included in the application form

PhD Students

Degree final mark; Research Proposal signed by home and host institutions; Language skills; Other relevant experiences included in the application form

Before Mobility

Learning Agreement/Workplan will be defined for each scholarship holder prior to the Scholarship Holder's departure to the Host University. Learning Agreements must be signed, by the Home, Host institution and the Student. Changes to the learning agreement can be made within 2 months from the beginning of the mobility. By signing a Learning Agreement/Workplan, the Home University is committed to full recognition of the academic merit of the period abroad for Scholarship Holders as long as the Scholarship Holders fulfil the requirements described on the Learning Agreement or Workplan.

Host institution must provide all relevant information about the town, the University, student life, accommodation etc.

During Mobility

Tax waver policy is applied by host institution,

Incoming students will be ensured equal academic treatment and services as local students and have access to all facilities of the Host Institution (sport centers, student houses, canteens, libraries, etc)

Both signatory institutions are responsible for providing all possible assistance to their incoming Scholarship Holders during the mobility. This includes housing, course registration for students, tutoring, etc. In addition, each receiving Partner University will provide support that allows the Scholarship Holders to gain an understanding of the host country, for instance by offering language courses, a mentor programme and by organizing social and cultural events. Specific assistance will be provided for disabled students.

At the end of mobility the host institution will issue a Transcript of Records before the departure or, in any case, no later than 4 weeks after the departure of the students. After

the mobility, on the basis of the agreed learning agreement and eventual changes signed by all parties, and the subsequent Transcript of Records issued by the host institution, the parties recognize coherently with their internal procedures the study period abroad as an integral part of the study program of each beneficiary.

Both signatory institutions have the infrastructures to welcome students and staff with disabilities.

F. Calendar

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

Receiving institution [Erasmuscode or city]	Term	Term
IT MESSINA01	15 May	15 November
Sfax	May 1 st	November 1 st

2. The receiving institution will send its decision within 2 weeks.
3. 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.
4. 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.

G. Information

1. Grading systems of the institutions

UniMe adopts the Italian Grading Scale from 0 (less than 18 the exam is failed) to 30.
 UniMe officially adopts the ECTS conversion scale
<http://relint.unime.it/en/internazionalizzazione/diploma-supplement/>

The Universities of Sfax adopts the Tunisian grading scale from 0 to 20 (the overall semester is passed if an average ≥ 10 is obtained)

ECTS conversion scale is available

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 or city]	Contact details (email, phone)	Website for information
I MESSINA01	Giuseppe Lucchese - Head of International Relations Unit euprog@unime.it +390906768533/00/34	www.unime.it
University of Sfax	Fatma GHORBEL Université de Sfax Direction des Affaires Académiques et de Partenariat Scientifique Service de Coopération Internationale Tél: +21674240986 Fax: +21674240913 Adresse: Route de l'Aéroport km 0.5 - BP.1169 - 3029 - Sfax - Tunisie	www.uss.rnu.tn

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 or city]	Contact details (email, phone)	Website for information
I MESSINA01	Giuseppe Lucchese - Head of International Relations Unit euprog@unime.it +390906768533/00/34	www.unime.it
Gabes	Fatma GHORBEL Université de Sfax Direction des Affaires Académiques et de	www.uss.rnu.tn

	Partenariat Scientifique Service de Coopération Internationale Tél: +21674240986 Fax: +21674240913 Adresse: Route de l'Aéroport km 0.5 - BP.1169 - 3029 - Sfax - Tunisie	
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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 or city]	Contact details (email, phone)	Website for information
I MESSINA01	Giuseppe Lucchese - Head of International Relations Unit euprog@unime.it +390906768533/00/34	www.unime.it
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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
I MESSINA01	The Rector Prof. Pietro Navarra	05/09/2012	
Sfax	The President Prof. Rafik Bouaziz	Sept. 14 th 2017	