



# Erasmus+ Programme

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

### Inter-institutional agreement 2018-20[21]<sup>1</sup> between programme countries

#### [Minimum requirements]<sup>2</sup>

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Technische Universität Wien (TU Wien)</b>	A WIEN02	<b>Institutional Coordinator:</b> Mr. Andreas Zemann, International Office, <a href="mailto:andreas.zemann@tuwien.ac.at">andreas.zemann@tuwien.ac.at</a> Tel. +43 1 58801 41552  <b>Exchanges:</b> <a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a>  <b>Departmental Coordinator:</b> Prof. Alfredo Soldati Tel : 0043 (0)1 58801 32213 <a href="mailto:alfredo.soldati@tuwien.ac.at">alfredo.soldati@tuwien.ac.at</a>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a>  <a href="https://tiss.tuwien.ac.at/curriculum">https://tiss.tuwien.ac.at/curriculum</a>
<b>POLITECNICO DI BARI</b>	I BARIO5	<b>Civil Dept. Coordinator</b> Prof.ssa Claudia Vitone	<a href="http://www.poliba.it">www.poliba.it</a>

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		claudia.vitone@poliba.it <b>Contact Person</b> Prof. Michele Mossa michele.mossa@poliba.it  <b>Head of international Office</b> Dr. Rosilda Sammarco Rosilda.sammarco@poliba.it Tel: 0039 080 5962582	
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## B. Mobility numbers<sup>4</sup> 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 code * [ISCED ]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
A WIEN02	I BARIO5	0732	Civil and Environmental	2nd, 3rd	2x6 ( total 12 months)	TBD
I BARIO5	A WIEN02	0732	Civil and Environmental	2nd, 3rd	2x6 ( total 12 months)	TBD

[\*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/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	

<sup>4</sup> 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>)

A WIEN02	I BARIO5	0732	Civil and Environmental Engineering	1 teaching staff/5 days (min. 8 hours teaching)	TBD
I BARIO5	A WIEN02	0732	Civil and Environmental Engineering	1 teaching staff/5 days (min. 8 hours teaching)	TBD

### 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup> Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A WIEN02		GERMAN	ENGLISH	B1 (compulsory)	B2 - English
I BARIO5	Civil and Environmental Engineering	ITALIAN	ENGLISH	B1 (recommended)	B2 - English

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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
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<sup>5</sup> 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>

A WIEN02	31 <sup>st</sup> May	15 <sup>th</sup> December
I BARIO5	JUNE	NOVEMBER

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

TU Wien: Erasmus applications for incoming students on-line  
<https://tiss.tuwien.ac.at/mobility>

2. The receiving institution will send its decision within [6] weeks.

TU Wien will send its invitation letter within 4 weeks after the official nomination of the candidate by the home institution.

3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

TU Wien: Students can download and print out their official Transcript of Records from "TU Wien Information Services" (TISS) within 5 weeks after the exam.

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 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."]*

## F. Information

### 1. Grading systems of the institutions

I BARI 05: In the Italian university system, each course unit is graded on a scale from 18 to 30 points, (minimum 18 – maximum 30). To pass a course unit, a student must receive a grade of at least 18 points out of 30. 30 e lode is a special mention for outstanding performance.

Statistical distribution of grades according to the descriptions in the ECTS users' guide are available at <http://www.poliba.it/it/internazionale/ects-tables>

#### A WIEN02:

Austrian grade	ECTS grade	Translation
sehr gut (1)	A	very good – outstanding performance
gut (2)	B	good – generally sound work with some minor errors
befriedigend (3)	C	satisfactory – fair but with significant shortcomings

genügend (4)	D/E	sufficient - performance meets the minimum criteria
nicht genügend (5)	F/FX	fail

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
A WIEN02	<a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a>
I BARIO5	Dr. Rosilda Sammarco Phone number : +39 80 5962582 mail: <a href="mailto:rosilda.sammarco@poliba.it">rosilda.sammarco@poliba.it</a>	<a href="http://www.poliba.it">www.poliba.it</a>

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
A WIEN02	<a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a>
I BARIO5	Dr. Rosilda Sammarco Phone number : +39 80 5962582 mail: <a href="mailto:rosilda.sammarco@poliba.it">rosilda.sammarco@poliba.it</a>	<a href="http://www.poliba.it">www.poliba.it</a>

## **4. Housing**

The receiving institution will guide incoming mobile participants in finding





<sup>6</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

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
A WIEN02	<a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a> <a href="https://housing.oead.at/en/">https://housing.oead.at/en/</a>
I BARIO5	Dr. Rosilda Sammarco Phone number : +39 80 5962582 mail: <a href="mailto:rosilda.sammarco@poliba.it">rosilda.sammarco@poliba.it</a>	<a href="http://www.poliba.it">www.poliba.it</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
A WIEN02	Andreas Zemann <b>Erasmus Institutional Coordinator</b>	24/10/2018	 
I BARIO5	Prof. Eugenio Di Sciascio <b>Rector</b>	19/10/2018	 

<sup>7</sup> Scanned signatures are accepted

L REP:  
ROSILDA SAMMARCO

IL RES  
ANTONIO DI SCIASCIO

IL DG  
ERESCENTO ANTONIO MARINO