

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2020-2022² between institutions from Programme and Partner Countries³

[Minimum requirements]⁴

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

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
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1 Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

2 Higher Education Institutions have to agree on the period of validity of this agreement

3 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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

University of Palermo	IPALERMO0 1	Administrative Responsible Valeria Floriano International programs valeria.floriano@unipa.it +3909123893832 Academic responsables Pierfrancesco Asso L36 Scienze politiche e relazioni internazionali, francesco.asso@unipa.it +3909123892528 Valeria Cammarata, LM92 Comunicazione del patrimonio culturale valeria.cammarata@unipa.it +3909123863317 Nicola Romana LM56 Scienze economiche e finanziarie nicola.romana@unipa.it +3909123895219	www.unipa.it
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University of Tunis El Manar	Tunis	Administrative Responsible Administrative Responsible Director of Academic Affairs and Scientific Partnership lobna.zakraoui@utm.tn Tel. :(216) 71 873 366 (post 116) - Fax: (216) 71 872 055 Academic responsables Samira Mechri Departmental contact Erasmus+ Interinstitutional Coordinator Coordinator of The MA in English and International Relations sameramechri@yahoo.com Tel: +216 20055183 Rim Triki Coordinator of the MA Intercultural Studies trikirym@yahoo.fr Tel: +216 98574444 Hella Guerchi Mehri Vice-dean of the Faculty of Economic Sciences and Management of Tunis MA Economic analysis and policy (Analyse et politique économique) Tel: +216 71 770 277 ext. 268 +21698536806 hella.guerchi-mehri@fsegt.utm.tn Samir Abdelhafidh directeur du département Sciences économiques samir.abdelhafidh@fsegt.utm.tn	www.utm.rnu.tn
[...]			

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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.]

2020-2021

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 or average duration*]	Student Mobility for Traineeships *
I PALERMO 01	Tunis		-	1 st 2 nd 2 nd	2x5 1x6 2x6	
Tunis	IPALERMO 01		-	1 st 2 nd 2 nd	2x5 5x6 2X6	5x3

2021-2022

FROM [Erasmus]	TO [Erasmus]	Subject area	Subject area	Study cycle	Number of student mobility periods
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⁵ 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>)

code or city of the sending institution]	code or city of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I PALERMO 01	Tunis		-	1 st 2 nd 2 nd	2x5 1x6 2x6	
Tunis	IPALERMO 01		-	1 st 2 nd 2 nd	2x5 5x6 2X6	5x3

2022-2023

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 or average duration*]	Student Mobility for Traineeships *
I PALERMO 01	Tunis		-	1 st 2 nd 2 nd	2x5 1x6 2x6	
Tunis	IPALERMO 01		-	1 st 2 nd 2 nd	2x5 5x6 2X6	5x3

[*Optional: subject area code & name and study cycle are optional.]

2020-2021

FROM [Erasmus	TO [Erasmus	Subje ct	Subjec t area		Number of staff mobility periods
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code of the sending institution]	code of the receiving institution]	area code * [ISCED]	name *		Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I PALERM O01	Tunis				2x5 2x5	1x5 1x5 1X5
Tunis	IPALERM O01				2x5 5x5	1x5 1x5 1x5

2021-2022

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I PALERMO0 1	Tunis			2x5 2x5	1x5 1x5 1X5
Tunis	IPALERMO0 1			2x5 5x5	1x5 1x5 1x5

2022-2023

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *

I PALERMO0 1	Tunis			2x5 2x5	1x5 1x5 1X5
Tunis	IPALERMO0 1			2x5 5x5	1x5 1x5 1x5

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 Palermo 01		English	English	B1	B2
UTM		English	English	B1	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 higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- 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 higher education institution located in a **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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

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

I PALERMO01	U.O. Abilità Diverse Viale delle Scienze, Ed. 9 90128 PALERMO (PA) +3909123862419 cud@unipa.it	http://www.unipa.it/amministrazione/direzione generale/servizio speciale per l'adattabilità agli studenti/u.o. abilità diverse/
Tunis	lobna.zakraoui@utm.tn	www.utm.rnu.tn

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

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

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
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PALERMO01	June	October
Tunis	June	October

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*
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."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. 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.]

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at <http://portale.unipa.it/amministrazione/area2/uoa06/grading-systems/>

⁶ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

University of Tunis El Manar: The student workload is 60 ECTS per a full academic year (30ECTS/Term). Bachelor/Master cycle structure models most commonly implemented 180 + 120 ECTS (3+2 Academic Years).

The Tunisian grading system is mostly a 20 points grading scale. In order to successfully complete each and every unit, the student must obtain a minimum classification of ten, in a scale of 0-20.

Numeric	Description	Translation
16-20*	Tres bien	Very good
14-15	Bien	Good
12-13	Assez bien	Good enough
10-11	Passable	Pass
0-9	Ajourné	Fall

*[Grades 19 and 20 are practically never given in the Humanities]

Conversion table

Country	GRADE					
	F	E	D	C	B	A
	Insufficient/Failure	Sufficient	Satisfactory	Good	Very Good	Excellent
Italy	<18	18-20	21-23	24-27	28-30	30 e lode
Tunisia	<10 insuffisant	10 passable	11 passable	12-13 assez bien	14-15 bien	16-20 très bien

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
IPALER MO01	studentistranieri.cot@unipa.it +3909123865500	http://portale.unipa.it/strutture/cot/Sportelli_e_Servizi/Sp_ortello_Accoglienza_Studenti_Stranieri/index.html

Tunis	lobna.zakraoui@utm.tn samiramechri@yahoo.com trikirym@yahoo.fr hella.guerchi-mehri@fsegt.utm.tn samir.abdelhafidh@fsegt.utm.tn	www.utm.rnu.tn
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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
IPALERMOO 1	UO - Polizze e denunce assicurative e-mail: stella.neri@unipa.it Tel: +39 091 238 90809	http://portale.unipa.it/amministrazione/area5/set40/polizze/
Tunis	lobna.zakraoui@utm.tn samiramechri@yahoo.com trikirym@yahoo.fr hella.guerchi-mehri@fsegt.utm.tn samir.abdelhafidh@fsegt.utm.tn	www.utm.rnu.tn

4. Housing

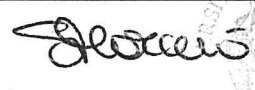
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution n [Erasmus code or city]	Contact details (email, phone)	Website for information
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IPALERMO 01	CASAUNIPA - Servizio Alloggi Viale delle Scienze – Ed. "3" Segreteria Studenti – 90128 Palermo Tel. 091.23890905 email: servizioalloggi@unipa.it	<a href="http://portale.unipa.it/amministrazione/area1/ssp10/CAS
AUNIPA.html">http://portale.unipa.it/amministrazione/area1/ssp10/CAS AUNIPA.html
Tunis	lobna.zakraoui@utm.tn samiramechri@yahoo.com trikirym@yahoo.fr hella.guerchi-mehri@fsegt.utm.tn samir.abdelhafidh@fsegt.utm.tn	www.utm.rnu.tn

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
IPALERMO01	Prof.ssa Serena Marcenò Rector's delegate for Internationalization	13/01/21	
Tunis	Prof. Fethi Sellaouti President of the University of Tunis El Manar	6 FEB 2020	