



# Erasmus+ Programme

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

### Inter-institutional agreement 2019-2021 between programme countries

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 of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details ( address, email, phone)	Website (eg. of the course catalogue)
Tallinn University	EE TALLINN05	Erasmus Institutional Coordinator:  Ms Nele Dobroš, Senior Specialist for International Studies, Erasmus@tlu.ee, +372 6409 136	<a href="https://www.tlu.ee/en/exchange">https://www.tlu.ee/en/exchange</a>
		Departmental coordinator for the School of Humanities:  Ms Maris Peters, Coordinator of Internationalisation, maris.peters@tlu.ee, +372 6409 344	<a href="https://www.tlu.ee/en/school-of-humanities">https://www.tlu.ee/en/school-of-humanities</a>
Scuola Superiore per Mediatori Linguistici "Istituto Internazionale"	IBENEVEN05	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: <a href="mailto:p.palumbo@ssmlinternazionale.it">p.palumbo@ssmlinternazionale.it</a>  Viale Delcogliano, 12 - 82100 Benevento E-mail: <a href="mailto:ammi@ssmlinternazionale.it">ammi@ssmlinternazionale.it</a> Telefono: 0824 312463 Fax: 0824 312342	<a href="http://www.ssmlinternazionale.it/site">http://www.ssmlinternazionale.it/site</a>

## B. Mobility numbers<sup>1</sup> 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.]

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  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *

[\*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training*
EE TALLINN05	I BENEVEN 05	0232	Literature and linguistics; Language acquisition	2x7=14 days	2x7=14 days
I BENEVEN 05	EE TALLINN05	0232	Literature and linguistics; Language acquisition	[2 STAFF= 14 days]	[2 STAFF= 14 days]

<sup>1</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>)

### 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>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
EE TALLINN05		Estonian	English or other (depending on subject area)	English B2	English B2
I BENEVEN 05		ITALIAN	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. 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.]

**Tallinn University** can welcome students and staff with disabilities, but would like to discuss the specific special needs and required adjustments during the planning of the exchange. Information regarding the infrastructure can be found at

<https://www.tlu.ee/learner-special-needs>

Information on language requirements: <https://www.tlu.ee/en/certificate-language-proficiency>

### E. Calendar

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

<sup>2</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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
EE TALLINN05	1 June	1 November
I BENEVEN 05	Deadline for Nomination and Application 30 <sup>th</sup> of August  *C classes Start and End Date: September 13 <sup>th</sup> - January 15 <sup>th</sup>	Deadline for Nomination and Application 30 <sup>th</sup> of December  C classes Start and End Date: January 30 <sup>th</sup> - June 2 <sup>nd</sup>

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

2. The receiving institution will send its decision within 4 weeks.
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 HEL, given that the transcript form and all relevant course work documents have been submitted by the student.
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 Institution

Partner information about grading system:

30 cum laude	outstanding
30	excellent
29-28-27	very good to good
26-25-24-23	satisfactory to adequate
22-21 20-19	poor to barely adequate
18	minimum passing grade
<18	fail

EE TALLINN05: EE TALLINN05: Grading system of Tallinn University can be found at: <http://www.tlu.ee/grading>

Some courses end with an examination where the student will get a grade, some courses end with an assessment where the student will get a P (pass) or MA (fail). It is **not possible to get a grade for a result marked as P on the transcript of credits.**

### 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
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, exchange@tlu.ee, +372 6409 217	<a href="http://www.tlu.ee/practical">http://www.tlu.ee/practical</a>
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> <a href="mailto:p.palumbo@ssmlinter&lt;br/&gt;nazionale.it">p.palumbo@ssmlinter nazionale.it</a>	<a href="http://www.ssmlinternazionale.it/site/">http://www.ssmlinternazionale.it/site/</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, exchange@tlu.ee, +372 6409 217	<a href="http://www.tlu.ee/practical">http://www.tlu.ee/practical</a>
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: <a href="mailto:p.palumbo@ssmlinternaz&lt;br/&gt;ionale.it">p.palumbo@ssmlinternaz ionale.it</a>	<a href="http://www.ssmlinternazionale.it/site/">http://www.ssmlinternazionale.it/site/</a>

### 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
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, exchange@tlu.ee,	<a href="http://www.tlu.ee/accommodation">http://www.tlu.ee/accommodation</a>

	+372 6409 217	
I BENEVEN 04	<b>Prof. PAOLO PALUMBO</b> E-mail: <a href="mailto:p.palumbo@ssmlinternazionale.it">p.palumbo@ssmlinternazionale.it</a>	<a href="http://www.ssmlinternazionale.it/site/">http://www.ssmlinternazionale.it/site/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
EE TALLINN05	Maris Peters Coordinator of Internationalisation	04.12.2018	
I BENEVEN 04	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	11-12-19	