



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)
SDI München SPRACHEN- UND DOLMETSCHER- INSTITUTMÜNCHEN EV Hochschule für Angewandte Sprachen (University of Applied Languages) HS Fachakademie für Übersetzen und Dolmetschen (Professional College of Translation and Interpreting) FAK	D MÜNCHEN11	1) Erasmus Institutional Coordinator/ Bilateral Agreement Contact Person/ Head of International Office Christina Frey Tel: +49 89 288102-33 Fax: +49 89 2884-40 E-Mail: Christina.Frey@sdi-muenchen.de Auslandsamt@sdi-muenchen.de 2) Degree Course Director: Sprachbereichsleitung Italienisch (FAK) Prof. Dr. Christiane Stroh Tel: +49 89 288102-10 E-Mail: Christiane.Stroh@sdi-muenchen.de	https://www.sdi-muenchen.de/home/ https://www.sdi-muenchen.de/home/international-office/welcome-center/ https://www.sdi-muenchen.de/home/org/sprach-und-fachbereichsleitungen/ https://www.sdi-muenchen.de/home/org/professoren-und-studiengangleiter-hochschule/
Scuola Superiore per Mediatori Linguistici "Istituto Internazionale"	IBENEVEN05	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: p.palumbo@ssmlinternazionale.it Viale Delcogliano, 12 - 82100 Benevento E.mai: ammi@ssmlinternazionale.it Telefono: 0824 312463 Fax: 0824 312342	http://www.ssmlinternazionale.it/site

B. Mobility numbers¹ 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 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 *
D MUNCHEN11	I BENEVEN 05	0232	Literature and linguistics; Language acquisition	1 st cycle,	2*6=12	-
I BENEVEN 05	D MUNCHEN11	0232	Literature and linguistics; Language acquisition		2*6=12	-

[*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*
D MUNCHEN11	I BENEVEN 05	0232	Literature and linguistics; Language acquisition	[1 STAFF= 3 days]	[1 STAFF= 3 days]

¹ 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>)

I BENEVEN 05	D MUNCHEN11	0232	Literature and linguistics; Language acquisition	[1 STAFF= 3 days]	[1 STAFF= 3 days]
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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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D MUNCHEN11		GERMAN		Minimum B1 level in German is obligatory, B2 level is recommended	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.]

Institution [Erasmus code]	Requirements
D MUNCHEN11	<p>All students need to fill in an application form to enrol prior to their arrival and bring their European Health Insurance Card or equivalent to the Welcome Day.</p> <p>We advise applicants with children or a handicap to contact us in advance to ensure that we are able to meet their precise needs for accessibility, transport or housing.</p> <p>We trust our partners for selecting their outgoing students with appropriate academic criteria. A minimum B1 level in German is obligatory.</p> <p>The participation to our welcome days is necessary for a smooth integration.</p>

² 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>

	An extension of the agreed Erasmus study period is possible. Incoming students have to hand in a new application form and have to be re-nominated by their home university (Email is sufficient).
I BENEVEN 05	

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D MUNCHEN11	NOMINATION: MAY 30TH APPLICATION: JUNE 15 TH	NOMINATION: NOVEMBER 1ST APPLICATION: NOVEMBER 15 TH
I BENEVEN 05	Deadline for Nomination and Application 30 th of August *C lasses Start and End Date: September 13 th - January 15 th	Deadline for Nomination and Application 30 th of December C lasses Start and End Date: January 30 th - June 2 nd

[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 HEI, 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 Institutions

Scuola Superiore per Mediatori Linguistici "Istituto Internazionale", I BENEVEN 05:

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

Sprachen & Dolmetscher Institut, D MUNCHEN11

Grading system SDI München, Professional College of Translation and Interpreting:

Local grade	Grade in words
1	Very good
2	Good
3	Satisfactory
4	Sufficient
5	Deficient/Fail
6	Insufficient/Fail

Grading system SDI München, University of Applied Languages:

Local grade	Grade in words	Interpretation of grades
1,0 and 1,3	Very good	An excellent result
1,7 and 2,0 and 2,3	Good	A result that is noticeable above the average
2,7 and 3,0 and 3,3	Satisfactory	A result that meets the average requirements in every respect
3,7 and 4,0	Sufficient	A result that meets the minimum requirements despite deficits
5,0	Not sufficient	A result that does not meet the requirements because of considerable deficits

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
D MUNCHEN11	International Office: auslandsamt@sdi-muenchen.de	https://www.sdi-muenchen.de/home/international-office/
I BENEVEN 05	Prof. PAOLO PALUMBO	http://www.ssmlinternazionale.it/site/

	p.palumbo@ssmlinternazionale.it	
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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]	Contact details (email, phone)	Website for information
D MUNCHEN11	International Office: auslandsamt@sdi-muenchen.de +49 89 288102 33	https://www.sdi-muenchen.de/home/international-office/
I BENEVEN 05	Prof. PAOLO PALUMBO E-mail: p.palumbo@ssmlinternazionale.it	http://www.ssmlinternazionale.it/site/

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
D MUNCHEN11	Campus SDI	For details and online contact form see https://www.sdi-muenchen.de/home/wohnen/campus-sdi/
I BENEVEN 05	Prof. PAOLO PALUMBO E-mail: p.palumbo@ssmlinternazionale.it	http://www.ssmlinternazionale.it/site/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
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D MUNCHEN11	Prof. Dr. Felix Mayer President of the University of Applied Languages, Director of the SDI München	22/10/19	
I BENEVEN 05	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	21.10.19	