



STUDENT EXCHANGE AGREEMENT

Between

UNIVERSITA' DEGLI STUDI G. D'ANNUNZIO DI CHIETI PESCARA (Italy) –

And

UNIVERSIDADE FEDERAL DO ESPÍRITO SANTO (Brazil)

Università "G. d'Annunzio" di Chieti-Pescara (UdA), whose registered office is located at Via dei Vestini n. 31 - 66100 Chieti, Italy, legally represented by its Rector, Prof. Sergio Caputi and the **Universidade Federal do Espírito Santo (UFES)**, located at **Av. Fernando Ferrari, 514, Vitória/ES, Brazil, CEP 29.075-910**, legally represented by its **Rector, Prof. Paulo Sergio de Paula Vargas**, considering the development of cultural and scientific cooperation to be of mutual advantage to both Universities, and aiming at reinforcing such cooperation, agree upon the following points:

GENERAL PRINCIPLES

This Agreement is made between UdA and UFES with the aim of:

1. facilitating reciprocal student exchanges
2. enhancing student *curricula* through study experiences abroad
3. regulating the procedures of such exchanges in accordance with the conditions indicated below.

PROCEDURES FOR STUDENT EXCHANGE

Art. 1: The above-mentioned institutions will select from their own students those, whom they deem suitable to take part in the study abroad programme according to pre-determined criteria.

Art. 2: The duration of the exchange should not be shorter than two months nor exceed one academic year. The duration of the exchange, as well as the conditions under which it is proposed, will be agreed upon according to the parties' needs and requests.

Art. 3: Both institutions will keep a reasonable balance in the number of students exchanged. All the details of the student exchange are defined in the Annex A.

APPLICATION, REGISTRATION AND ACADEMIC REQUIREMENTS

Art. 4: Selection of candidates will be made by the home institution. Exchange students will be in good academic standing. Exchange students must be currently registered at the home institution at the time of application.

Art. 5: Any exchange student whose first language is not the one of the host institutions will be required to demonstrate he/she has sufficient language proficiency to fulfil the host institution's admissions requirements.

Art. 6: The host institution has the right to decline to accept, or to withdraw from the programme at any time, exchange students it determines are not in good academic standing. The host institution will advise the home institution of any such withdrawal from the programme.



Art. 7: Neither the home institution nor the host institution will exclude students from participation in the exchange on the grounds of age, disability, gender, race, religion/belief, marital status or sexual orientation.

Art. 8: Exchange students from the home institution will complete any required application and registration forms of the host institution. Both institutions will send all the necessary forms and information to the home institution well in advance and will notify the home institution of the progress of the exchange students' application and registration materials.

Art. 9: Exchange students at the host institution will have an advisor who will serve as their primary point of contact.

Art. 10: Exchange students will be enrolled in appropriate level courses at the host institution, on a full time basis.

ATTENDANCE OF FOREIGN STUDENTS AT THE HOST INSTITUTION

Art. 11: At the host institution, students will be allowed to do the following:

- a) attend classes and take respective exams at the end of the course
- b) pursue research activities aimed at the production of a dissertation

Art. 12: The study abroad periods shall be part of the student's home institution degree programme.

Art. 13: Activities carried out during the exchange period will be approved by the competent authorities that will establish in advance which modules belonging to the student's degree programme can be taken abroad, specifying, if possible, the name of the host institution equivalent module. The attended courses will be recorded as part of the student's academic career, according to the current regulations of the home institution. At the end of the exchange period, the host institution will issue a Transcript of Record specifying the activities carried out and which will have to be sent directly to the home institution within one month.

Art. 14: Exchange students at the host institution will have all the rights and privileges enjoyed by other students on that campus.

Art. 15: Exchange students are expected to maintain full-time enrolment and to follow the academic regulations, codes of conduct, policies and procedures of the host institution while participating in the exchange programme. Each party reserves the right to withdraw from its facilities any student whose conduct or work is not in accordance with the policies and procedures of the institution or is detrimental to others or who has been found to have violated the law of the host country.

TUITION FEES AND ANCILLARY EXPENSES

Art. 16: Tuition fees will be paid to the home institution; students will benefit from the host institution's services such as libraries, laboratories etc. as regular students.

Both institutions agree that the following expenses will be the responsibility of the enrolling exchange students: research materials, international and domestic travel, accommodation, food medical insurance and/or medical expenses, insurances covering travel and personal liabilities incurred while



not on the university campus, vacation expenses, books, stationery, clothing, food and all other personal costs, as well as passport and visa costs and all debts incurred during the course of the exchange.

INSURANCE

Art. 17: It is the responsibility of exchange students to ensure that they have health and travel insurance, as well as insurance for their personal belongings.
For the duration of this Agreement, both institutions will maintain appropriate public liability insurance.

EXPIRY DATE

Art. 18: This Agreement may be extended or amended at any time by mutual agreement of the parties unless either of the parties gives notice of termination at least 6 months in advance. This Agreement may be terminated at any time by mutual consent of the parties in writing. Exchange students or faculty actively participating in the programme at the time of termination may continue through to the conclusion of the exchange period in progress at the time of termination under the terms and conditions of this Agreement at the time of the termination.

Drawn up in two original copies in English and Portuguese, both having the same legal validity.

Chieti, ____/____/2023

Vitória, ____/____/2023

Professor Sergio Caputi
Rector

Prof. Paulo Sergio de Paula Vargas
Rector

Prof. Yuri Luiz Reis Leite
Head of the International Office

ANNEX A

Inter-institutional agreement for mobility of students and staff – erasmus template

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ¹	Contact details ² (email, phone)	Websites
University of Chieti-Pescara	I CHIETIO 1	International relations and Erasmus Office Head: Glauco Conte e-mail: agreements@unich.it	General: www.unich.it Faculty/faculties: https://en.unich.it/iii-mission/structures/schools-and-departments Course catalogue: https://en.unich.it/teaching/courses-offered/study-courses-20222023-academic-year
UFES – Universidade Federal do Espírito Santo	Vitória, Brazil	International Office Head: Yuri Luiz Reis Leite e-mail: internacional@ufes.br	General: www.ufes.br Faculty/faculties: https://www.ufes.br/gradua%C3%A7%C3%A3o Course catalogue: https://prograd.ufes.br/listacursos

Mobility numbers per academic year

Number of student and staff mobility periods

FROM	TO				Number of mobility periods
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¹ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	Subject area ISCED CODE ³ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
CHIETI	UFES	421	Law	1,2	2	6	1	15
		314	Sociology	1,2	2	6	1	15
		313	Psychology	1,2	2	6	1	15
		916	Pharmacy	1,2	2	6	1	15
UFES	CHIETI		Law	1,2	2	6	1	15
			Sociology	1,2	2	6	1	15
			Psychology	1,2	2	6	1	15
			Pharmacy	1,2	2	6	1	15

Optional additional information

e.g. blended mobility, etc.

2. 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 skills⁴ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]

³ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

⁴ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



CHIETI		Italian		Italian B1 or English B1	English B2
UFES		Portuguese		Portuguese B1 or English B1	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

3. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Examination date	Nomination Deadline ⁵	Application deadline
CHIETI	Winter Term: from Mid/End September to December	Winter Term: January-February	Winter term or full year: April 30	Winter term: May 15

⁵ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.



	Spring Term: from March to June	Spring Term: June- July	Spring term: October 31	Spring term: November 15
UFES	Spring Term: August to December Autumn Term: from March to July	Spring Term: November-December Autumn Term: June-July	Spring Term: June 30 Autumn Term: January 30	Spring Term: July 15 Autumn Term: February 15

The receiving institution will send its decision within 2 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CHIETI	incoming@unich.it	https://www.unich.it/didattica/international/international-students/exchange-student/erasmus-exchange-study
UFES	incoming@ufes.br	https://internacional.ufes.br/pt-br/mobilidade-para-ufes

4. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)⁶.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit

⁶ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en



of dormitories.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including, if necessary, a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g., by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	CHIETI	chieti_pescara@esn.it	https://chietipescara.esn.it/
Language Support	CHIETI	incoming@unich.it	https://www.unich.it/didattica/international/international-students/exchange-student/erasmus-exchange-study
Visa	CHIETI	incoming@unich.it	https://www.unich.it/didattica/international/international-students/exchange-student/erasmus-exchange-study
Insurance	CHIETI	incoming@unich.it	https://www.unich.it/didattica/international/international-students/exchange-student/erasmus-exchange-study
Inclusion of participants with fewer	CHIETI	incoming@unich.it	https://www.unich.it/didattica/international/international-students/exchange-student/erasmus-exchange-study

opportunities			
Accommodation	UFES	incoming@ufes.br	UFES does not currently provide accommodation for students or staff, though it can provide information on this topic
Language Support	UFES	idiomas.sri@ufes.br	https://internacional.ufes.br/pt-br/pratique-idiomas
Visa	UFES	incoming@ufes.br	https://internacional.ufes.br/pt-br/mobilidade-para-ufes
Insurance	UFES	incoming@ufes.br	https://internacional.ufes.br/pt-br/mobilidade-para-ufes
Inclusion of participants with fewer opportunities	UFES	incoming@ufes.br	https://internacional.ufes.br/pt-br/mobilidade-para-ufes

5. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.
- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

6. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS](#)



[users' guide](#)⁷. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRA CONS [If applicable]	Website for information
CHIETI		http://www.cimea.it/en/credit-system.aspx
UFES		https://internacional.ufes.br/sites/internacional.ufes.br/files/Sistema%20Avalia%c3%a7%c3%a3o%20UFES.pdf#overlay-context=pt-br/formularios-e-documentos

7. Any other information regarding the terms of the agreement (optional)

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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
CHIETI	Prof. Sergio Caputi Rector		
UFES	Prof. Paulo Sergio de Paula Vargas, Rector		
UFES	Prof. Yuri Luiz Reis Leite, Head of the International Office		

⁷ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation