



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1 Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

1

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Validity period of the agreement

Timeframe	Academic Year	
Start of validity	[2021/2022]	
End of validity	[2028/2029]	

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Websites (General/Faculties/ Course catalogue)
Instituto Duofin Art - AANT Accademia delle Arti e Nuove Tecnologie	IROMA39	International Office and Erasmus+ Coordinator: PhD Gianna Angelini international@aan.t.it Via Monza 21, 00182 Roma P.I. 03635201001 - Tel. 0632091938	For exchange students: www.accademiadellearti.it course catalog: https://www.accademiadellearti.it/en/courses/

<p>Hochschule Mannheim - University of Applied Sciences</p> <p>Department of Design</p>	<p>DMANNHEI03</p>	<p>Erasmus Institutional Coordinator: Nicole Steinel-Rees International Office Paul-Wittsack-Str. 10 68163 Mannheim erasmus.io@hs-mannheim.de Tel. +49 621 292 6876 Fax +49 621 292 6449</p> <p>Departmental Coordinator:</p> <p>Prof. Kai Beiderwellen Department of Design Paul-Wittsack-Str. 10 68163 Mannheim k.beiderwellen@hs-mannheim.de Tel. +49 621 292 6844</p>	<p>General English website with information for exchange students: www.english.hs-mannheim.de/the-university.html</p> <p>German website for exchange students: www.hs-mannheim.de/die-hochschule/internationales/international-office/internationale-austauschstudierende.html</p> <p>Departmental Website</p> <p>Course descriptions: www.gestaltung.hs-mannheim.de/designwiki/kommunikationsdesign/grundstudium/ www.gestaltung.hs-mannheim.de/designwiki/kommunikationsdesign/aufbbaumodule/ www.gestaltung.hs-mannheim.de/designwiki/kommunikationsdesign/scwerpunktmodule/ www.gestaltung.hs-mannheim.de/designwiki/kommunikationsdesign/pflichtmodule/</p>
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B. Mobility numbers² 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 (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility per			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) * [total number of students]	M Tr (
IROMA39	DMANNH EI03	0211	Communication & Design		1 st /2 nd (BA/MA)	2	7	0	0
DMANNH EI03	IROMA39	0211	Graphic Design, Advertising & Multimedia communication and design methodologies		1 st /2 nd (BA/MA)	2	7	0	0

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

X Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
IROMA39	DMANNH EI03	0211	Design	1	2 days/8hrs	0	0
DMANNH EI03	Rome	0211	Design	1	2 days/8hrs	0	0

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
IROMA39	Design	Italian	English	A2 – B1	B2

DMANNHEI03	Design	German*		A2-B1*	B2
			English	B2	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

*D MANNHEI03

We recommend that incoming students to the Hochschule Mannheim - University of Applied Sciences for **the autumn semester** have language skills level A2 in German and attend the [German Intensive Language Course](#) which starts at the beginning of September. Incoming students for the **spring semester** should have German language skills level B1 and have the option to attend the [German Intensive Language Course](#) which starts at the end of February.

D. Calendar

Receiving institution [Erasmus code]	Autumn term	Spring term
IROMA39	October - February	March - July
DMANNHEI03	September-February	March-August

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
IROMA39	14 th June	15 th December
DMANNHEI03	31 st May	15 th November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
IROMA39	14 th June	15 th December
DMANNHEI03	31 st May	15 th November

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
Rome	international@aat.it	https://www.accademiadellearti.it/relazioni-internazionali/
DMANNHEI03	Erasmus.io@hs-mannheim.de Tel. +49 621 292 6876	https://www.hs-mannheim.de/die-hochschule/internationales/international-office.html

Application procedure for incoming students

Rom:

1. Applications and documentation should be sent by the institution (not the student) to international@aat.it
2. The receiving institution will send its decision within 4 weeks after the deadline.
3. A transcript of records will be sent no later than 10 weeks after the official assessment period has finished.

DMANNHEI03

1. Nominations should be sent by the institution (not the student) to erasmus.io@hs-mannheim.de
2. Applications should be sent by the student to erasmus.io@hs-mannheim.de
3. The receiving institution will send its decision within 4 weeks after the deadline.
4. A transcript of records will be sent no later than 5 weeks after the official assessment period has finished.

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
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IROMA39	Academic requirements CV Motivation letter	- Number of ECTS credits completed - Subject area code – ISCED - EQF level	https://www.accademia.dellearti.it/relazioni-internazionali/
DMANNHEI03			

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

F. Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
IROMA39	- Reduced mobility - Hearing impairments - Visual impairments - Chronic illness		Federica Stortiero f.stortiero@aanti.it	https://www.accademiadellearti.it/relazioni-internazionali/
DMANNHEI03	Students with children		Sebastian Kimmig +49-621-49072535 sozialberatung-hs@stw-ma.de	www.hs-mannheim.de/die-hochschule/organisation-und-gremien/zusammen-am-campus/sozialberatung.html

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
IROMA39	- Reduced mobility - Hearing impairments - Visual impairments - Chronic illness			
DMANNHEI03	Advice for people with disability and chronic illness		Prof. Dr. Ihme +49 621 292-6226 t.ihme@hs-mannheim.de	www.hs-mannheim.de/die-hochschule/organisation-und-gremien/zusammen-am-campus.html#c67831

F. Information

1. 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
IROMA39	international@aat.it	
DMANNHEI03		Student Accommodations - Studierendenwerk Mannheim (stw-ma.de)

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
Rome	international@aat.it Gianna Angelini, International Office	www.accademiadellearti.it/en/international/
DMANNHEI03	Ms. Karin Plattner, International Office, incoming.io@hs-mannheim.de	https://www.hs-mannheim.de/die-hochschule/internationales/international-office/an-der-hochschule-mannheim-studieren.html

DMANNHEI03

We arrange rooms for our international exchange and double degree students in student dormitories of the Studierendenwerk Mannheim. Students are asked to wait until we send them the information about the rooms and the online application link.

IROMA39

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
IROMA39		Insurance must be organized by the students/staff in their country of origin.

DMANNHEI	Ms. Karin Plattner, International Office, incoming.io@hs-mannheim.de	www.hs-mannheim.de/die-hochschule/internationales/international-office/internationale-austauschstudierende/vorbereitungen.html
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4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
IROMA39			
MANNHEI03			

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]*

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

Termination of the agreement

This agreement is valid for the duration indicated above and may be updated or terminated in mutual agreement. In the event of unilateral termination, a notice of at least one academic year must be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
IROMA39	Gianna Angelini, Manager of International Office	21.01.20 22	
DMANNHEI03	Nicole Steinel-Rees Erasmus Institutional Coordinator	24.01.2022	 HOCHSCHULE MANNHEIM International Office Paul-Wittsack-Straße 10 68163 Mannheim