



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 organization 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 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	[2022/2023]
End of validity	[2028/2029]

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

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
<p>SKEMA Business School</p> <p>Sophia-Antipolis Campus</p> <p>60 rue Dostoïevski - CS 30085 06902 Sophia Antipolis Cedex - France TEL. +33 (0)4 93 95 44 44 FAX. +33 (0)4 93 65 45 24</p> <p>Lille Campus</p> <p>Avenue Willy Brandt 59777 Euralille</p> <p>Grand Paris Campus</p> <p>5, quai Marcel Dassault 92156 CEDEX Suresnes, Campus Raleigh, NC,</p> <p>USA:http://www.skema.edu/campus/raleigh-campus</p> <p>Campus Belo Horizonte,</p> <p>Brazil:http://www.skema.edu/campus/belo-horizonte-campus</p> <p>Campus in China</p> <p>http://www.skema.edu/campus/suzhou-campus</p>	F SOPHIA 01	<p>Sophia-Antipolis campus</p> <p>Amanda NAGELE, International Office Manager</p> <p>Email: amanda.nagele@skema.edu</p> <p>international.office@skema.edu</p>	<p>General: www.skema.edu</p> <p>Course catalogue:Grande Ecole Programme - SKEMA Business School</p> <p>Bachelor Programme - SKEMA Business School</p>
University of Siena	I SIENA01	<p>Institutional Coord.</p> <p>Prof. Roberto Di Pietra - Rector</p>	<p>http://en.unisi.it</p> <p>http://www.unisi.it/scegli-il-tuo-percorso</p>

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

		Dept. Coordinator: Prof. Lorenzo Zanni Dept. of Business and Law	https://www.unisi.it/internazionale/international-exchange-student http://www.unisi.it/internazionale/offerta-formativa-lingua-inglese Dept. website: https://www.disag.unisi.it/en
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B. Mobility numbers³ per 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]	Συβφεχ τ αρεα χοδε (οπτιονα λ) * [ISCED]	Συβφεχτ αρεα ναμε (οπτιοναλ)*	Φιελδ οφ εδυχ ατιον □ Χλαριφ ιχατι ον (οπτιο ναλ)	Στυδψ χψχλε [σηορτ χψχλε, 1 ^{στ} , 2 ^{ος} ορ 3 ^{ος}] (οπτιοναλ)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months] Traineeships	Student Mobility for Traineeships (optional) * [total number of students]	Student Mobility for (optional) * [total number of months]
F SOPHIA01	I SIENA01	0410	Business and Administratio n		1st 2nd and 3rd cycle	4	24		
I SIENA01	F SOPHIA01	0410	Business and Administratio n		1st 2nd and 3rd cycle	4	24		

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	TO			Number of staff mobility periods
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³ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	Subject area code <i>(optional)*</i> [ISCED]	Subject area name <i>(optional)*</i>	Staff Mobility for Teaching [total number]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training <i>(optional)*</i> [total number of staff]	Staff Mobility for Training <i>(optional)*</i> [total number of days]
I SIENA01	F SOPHIA01	0410	Business and Administration	2	10		
F SOPHIA01	I SIENA01	0410	Business and Administration	2	10		

[* Optional columns can be deleted if not applicable. 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 can be indicated if relevant.]

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F SOPHIA01		English		A minimum of B2 of the CEFR IELTS = minimum 6.5 TOEFL IBT = minimum of 79-80 TOEFL ITP/PBT = minimum 550 TOEIC = minimum 830	B2
I SIENA01		Italian (for classes)	English (for	B2	B2

⁴ 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>

		held in Italian)	classes held in English)		
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D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
F SOPHIA O1	April 30	October 1
I SIENA01	Nomination to: incoming@unisi.it Deadline: May 31st Autumn term duration: 1 Oct- mid Jan Exams until end February	Nomination to: incoming@unisi.it Deadline: October 31st Spring term duration: 1 March- mid June Exams until end July

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
F SOPHIA O1	May 15	October 15
I SIENA01	Student's application to: incoming@unisi.it Deadline June 30th	Student's application to: incoming@unisi.it Deadline November 30th

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
F SOPHIA O1	Studentexchange.incoming@skema.edu	Exchange IN - SKEMA Business School
I SIENA01	incoming@unisi.it 00390577235182	https://en.unisi.it/international/international-exchange-students

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
F SOPHIA 01	Academic requirements CV Motivation letter Other	Fully completed at least one academic semester in home institution before mobility - Good Academic Standing	Exchange IN - SKEMA Business School
I SIENA01	The participation at the Welcome week being held on the last week of september (1 st semester) and the last week of february (2 nd semester) is strongly recommended		https://en.unisi.it/international/international-exchange-students

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:	Contact details (email, phone)	Website for information
F SOPHIA 01	Accommodation	housing@skema.edu	<u>International students - SKEMA Business School</u>
F SOPHIA 01	Visa	Studentexchange.incoming@skema.edu	<u>International students - SKEMA Business School</u>
F SOPHIA 01	Insurance	Studentexchange.incoming@skema.edu	<u>International students - SKEMA Business School</u>
F SOPHIA 01	Inclusion of participants with fewer opportunities	<u>SKEMAKARE - SKEMA Business School</u>	<u>SKEMAKARE - SKEMA Business School</u>
F SOPHIA 01	Grant payments	Bourse.etude@skema.edu	<u>ERASMUS + - SKEMA Business School</u>
F SOPHIA 01	Alumni information	alumni@skema.edu	<u>A strong and global network - SKEMA Business School</u>

I SIENA01	<p>Assisted by faculty representatives and a vast network of collaborators and volunteers, Disabled Services works towards removing the cultural, physical and psychological barriers that can prevent disabled students from participating fully in university life.</p> <p>The office aims to integrate all students with disabilities and improve local awareness of disability. It also involves disabled students in voluntary</p>		uffdisabili@unisi.it	https://www.unisi.it/disabili-dsa
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	activities and tutoring for other disabled students.		
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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
F SOPHIA 01	housing@skema.edu	International students - SKEMA Business School
I SIENA01	incoming@unisi.it	http://en.unisi.it/international/general-information-students/accommodation http://www.unisi.it/internazionale/international-place/vivere-siena/alloggio

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
F SOPHIA 01	Studentexchange.incoming@skema.edu	International students - SKEMA Business School
I SIENA01	incoming@unisi.it	http://en.unisi.it/international/general-information-students/entry-visa-and-temporary-residency-permit

0. 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
F SOPHIA 01	Studentexchange.incoming@skema.edu	International students - SKEMA Business School
I SIENA01	incoming@unisi.it	https://en.unisi.it/international/general-information-students/insurance-students

1. Additional information



Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
F SOPHIA 01	ECTS	Studentexchange.incoming@skema.edu	https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en
I SIENA01			I SIENA01. The grading system of the University of Siena is available at http://www.unisi.it/internazionale/studio-e-lavoro-allestero/riconoscimento-attivita-didattiche-svolte-allestero

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.

Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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	Signature⁵
F SOPHIA 01	Dr. Patrice HOUDAYER, Vice Dean of Programmes, International, and Student Life	20/01/2023	
I SIENA01	Prof. Roberto Di Pietra Rector	23/01/2023	

⁵ Scanned signatures are accepted