



UNIVERSITÀ  
degli STUDI  
di CATANIA



## INTERINSTITUTIONAL AGREEMENT ACTION KA131

GUIDELINES FOR THE CONCLUSION OF *INTERINSTITUTIONAL*  
*AGREEMENTS E+*  
WITH PROGRAMME COUNTRIES  
A.Y. 2024/2025

Contact  
International Relations  
Operational Unit  
Giovanna Schillaci  
Tel. (+39) 095 730 7766  
E-mail [giovanna.schillaci@unict.it](mailto:giovanna.schillaci@unict.it)

## ERASMUS+ | GENERAL INFORMATION

**Erasmus+** is the European Union program in the fields of education, training, youth, and sports for the period 2021-2027.

It envisages **three key actions** in different sectors

- **Key action 1** | Learning mobility of individuals
- **Key action 2** | Cooperation among organisations and institutions
- **Key action 3** | Support to policy development and cooperation

The University is committed to promoting gender diversity and ensuring equal opportunities between men and women by adopting appropriate measures and anti-discrimination interventions, including through language. In line with ministerial guidelines on gender-neutral language in administrative communication, it encourages the use of linguistic expressions that respect gender differences. The use of the masculine form in this document to refer to subjects, positions, and legal statuses is solely for the sake of readability and effective communication of the text.

**Key action 1** offers students at all levels the opportunity to undertake international mobility periods for study and traineeships, with a minimum duration of 2 months and a maximum of 12 months for each study cycle (for master's degree courses, up to a maximum of 24 months to be used in multiple periods). The new program also provides third-level students with the option of choosing long-term (from 2 to 12 months) or short-term (from 5 to 30 days, with an associated virtual component) physical mobility periods.

- **Student Mobility for Studies (SMS)** allows students to engage in study-related activities (course attendance, thesis/dissertation preparation) at a Higher Education Institution (HEI) located in one of the participating countries in the Erasmus+ program (Programme Countries)."
- **Student Mobility for Traineeship (SMP)** allows students to undertake traineeship and professional thesis activities at Higher Education Institutions (HEIs), companies, training centers, and research facilities located in one of the participating countries in the Erasmus+ program (Programme Countries)."

**Key action 1** also allows both teaching and administrative staff to undertake mobility periods aimed at conducting teaching, seminars, and/or exchanging experiences to develop professional skills.

- **Teaching Staff Mobility (STA)** allows for a short period of teaching at a Higher Education Institution (HEI) located in one of the participating countries in the Erasmus+ program (Programme Countries).
- **Administrative Staff Mobility (STT)** allows for a short period of training or job shadowing at a Higher Education Institution (HEI) located in one of the participating countries in the Erasmus+ program (Programme Countries).

Student mobility for study/traineeship and the mobility of teaching and administrative staff for teaching or professional development purposes are the subject of **interinstitutional agreements E+** between Higher Education Institutions (HEIs) holding the *Erasmus Charter for High Education (ECHE)*.

---

## INTERINSTITUTIONAL AGREEMENT E+ | PROGRAMMING AND STRATEGIC PRIORITIES

**Key Action KA131** enables the realization of international mobility exchanges with Higher Education Institutions (HEIs) located in one of the participating countries of the Erasmus+ Program (*Programme Countries*), if they hold an *Erasmus Charter for Higher Education* (ECHE). The updated list of **HEIs holding an ECHE** is available as an attachment to this guide.

The University of Catania promotes the establishment of interinstitutional E+ agreements and their periodic updates, respecting the disciplinary, educational, and scientific specificities of individual departments and degree programs. A summary of the ISCED codes associated with the study programs is available as an attachment to this guide.

In the identification of new partnerships with HEIs in *Programme Countries*, it is recommended to prioritize collaborations **with geographic areas less represented** in the participation in the Erasmus+ Program, aiming for a balanced distribution of E+ agreements at UniCT. It is also recommended to limit the activation of new collaborations with partners located in **over-represented geographic areas**.

Please note that it will be possible to establish agreements with the UK and, more generally, with countries covered by the program for "outgoing international mobility supported by domestic policy funds."

For the planning of E+ **mobility agreements for study and traineeship** with **Higher Education Institutions (HEIs)** holding *ECHE* and located in participating countries (*Programme Countries*), UniCT professors can refer to the instructions published in the following section, "*How to Establish an E+ Agreement with HEIs in Programme Countries | KA131*."

For the planning of E+ **mobility partnerships for traineeships** with **foreign public or private organizations** in a participating country of the program, UniCT faculty members will need to propose a letter of intent to the identified entities, which must be signed by the legal representative of the partner institution. The template is available as an attachment to this guide.

Interinstitutional E+ agreements for study, finalized **no later than December 10, 2023**, will be included in the list of destinations for the **Erasmus+ call mobility for study for the academic year 2024/2025**.

In any case, it will be possible to proceed throughout the year to conclude the interinstitutional E+ agreements for study and traineeship and the letters of intent for traineeships, allowing for the inclusion of the respective institutions in future calls.

---

The planning of E+ mobility agreements or letters of intent with Higher Education Institutions (HEIs) or entities located in **non-European countries** not participating in the program (*Partner Countries*) will be regulated through specific notices that will be appropriately publicized through the university's institutional channels.

## WHO CAN PROPOSE AN E+ AGREEMENT?"

Interinstitutional E+ agreements can be proposed by all **teaching staff** employed at the University of Catania (full professors, associate professors, researchers, fixed-term researchers), provided that their **employment status covers the entire duration of the agreement**.

### ROLE OF THE EDUCATIONAL COORDINATOR

The proposer takes on the role of the educational coordinator of the agreement and performs guidance functions regarding student mobility, both incoming and outgoing, for those interested in mobility at the partner institution.

Professors and researchers interested in promoting an interinstitutional E+ agreements educational coordinators, must first **verify the compatibility of the educational offerings** of the partner academic institution with the *curricula* of the UniCT course(s) for which they intend to propose the activation of the agreement. This is done to ensure that students in mobility receive full recognition of the activities carried out at the host institution.

## HOW TO ESTABLISH AN E+ AGREEMENT FOR STUDY/TRAINEESHIP | KA131

One of the main goals of the new *Erasmus+ Program 2021-2027* is the complete digitalization and dematerialization of administrative processes related to student mobility. This will be made operational by replacing the submission of paper documentation with the sharing of data using digital tools within the *Erasmus Without Paper (EWP)* network, ensuring secure and fast electronic data exchange.

The *roadmap* established by the European Commission envisages that, starting from the Call 2022, the development and finalization of *Erasmus+ Interinstitutional Agreements* will also take place digitally, connecting the management systems used by the universities participating in the Erasmus+ Program to the *EWP Network*.

The procedure for concluding a KA131 Interinstitutional Agreement with an Institute of Higher Education (IHE) located in one of the participating countries in the Erasmus+ program (Programme Countries) is divided into **6 phases**.

### **STEP 1** ACQUISITION OF BASIC INFORMATION

The proposer conducts a preliminary assessment of the educational and administrative organization of the foreign institution to verify exchange opportunities for students, faculty, and administrative staff.

As the educational coordinator, the proposer is required to verify:

- The actual **compatibility of the partner institution's educational offerings** with the courses of study at the University for which they intend to propose the agreement.
  - The **duration of study programs** (semester/annual) and their level (undergraduate/bachelor's, postgraduate/master's, doctoral/doctorate) at the foreign site.
  - Joining to the **ECTS system** for program planning and assessment and the existence of alternative evaluation systems.
  - **The language(s) of instruction** and the availability of educational offerings in a language other than the official language of the country.
  - The **presence of professional figures responsible** for managing the program at the foreign site (e.g., Institutional Coordinator, officials for incoming and outgoing mobility, any welcome programs for Erasmus students).
  - The presence of a **website and/or informational materials in English** for Erasmus students.
-

## STEP 2 PRELIMINARY DEFINITION OF THE AGREEMENT'S CONTENT

The proposer will need to agree with the partner, [based on reciprocity criteria](#), on the terms related to the Erasmus+ mobility that they intend to activate for students, teaching staff, and administrative, respecting the indication provided below.

- **The partner:** the establishment of an E+ agreement for study and traineeship purposes can only occur in countries participating in the program with Higher Education Institutions [holding an ECHE](#). The proposing teacher must, therefore, verify that the partner institution with which they intend to propose the collaboration has one. An updated list of Higher Education Institutions holding an ECHE is available in the attached guide. When selecting partner institutions, the proposing teacher also ensures the following conditions are met:
    - The existence of at least [60 ECTS](#) taught in the language(s) indicated in the agreement.
    - The [consistency](#) and [reciprocity](#) of the educational offerings of the programs involved, as evidenced by the ISCED code authorized for incoming and outgoing flows.
  - **Activities:** The agreement specifies mobility [flows](#) for student study/traineeships, teaching staff for teaching activities, and administrative staff for training. In particular, it should be noted that in order to encourage participation in the E+ program for all categories of beneficiaries, it will be possible to request mobility flows for teaching staff and administrative staff only after indicating at least one student mobility for study/traineeship. It is recommended to ensure the bilateral nature of the agreement by observing the balance of the specified mobility flows according to reciprocity criteria.
  - **Disciplinary Areas:** teachers can propose the establishment of E+ agreements by referring to the International *Standard Classification of Education (ISCED)* codes that are authorized for the study programs in [their respective Department](#). It is permitted to propose the establishment of agreements for study programs activated in a UniCT department different from the one to which the proposer belongs, provided that the proposer holds a teaching position in the department to which the agreement is directed. In cases where the duration of the proposer's teaching position is shorter than that specified in the agreement or in the event of non-renewal of the teaching position, the Departmental Coordinator will assume the role of the teacher representative of the agreement and will communicate this to the UORI, which must register the change of ownership in the Smart\_edu portal. [Only one ISCED code](#) can be indicated in the agreement for each type of mobility. A summary of the ISCED codes associated with study programs is available in the attached guide.
  - **Study Cycles for Student Mobility:** [1st cycle - undergraduate \(UG\)](#) for three-year bachelor's degree programs (B), [2nd cycle - postgraduate \(PG\)](#) for two-year master's degree programs (M), [3rd cycle - doctoral \(D\)](#) for PhD programs. For single-cycle master's degree programs (LM c.u.), it is possible to activate both undergraduate and postgraduate levels. It is recommended to include the third cycle, where possible, in order to promote international mobility opportunities for incoming and outgoing students enrolled in doctoral research programs. Where possible, it is recommended to include at least two cycles in the agreement.
-



- **Duration of Student Mobility:** for student mobility for study purposes, the duration of the stay is linked to the academic calendar of the chosen host institution. Therefore, when indicating the total number of months planned (e.g., 2 students x 6 months of mobility = 12), the proposer must consider the period between the start of classes and the corresponding exam session at the partner institution. The proposer can plan mobility flows for either a semester (6 months) or an academic year (9 months).
  - **Duration of Teaching/Staff Mobility:** the program includes a minimum duration of 2 consecutive days and a maximum of 2 months for mobility, excluding travel. In the case of teaching staff mobility, the teaching activity must include at least 8 hours of teaching per week. In cases of stays shorter than one week, the minimum threshold of 8 hours of teaching activity must still be ensured. If mobility exceeds one week, the minimum number of teaching hours for the incomplete week should be proportional to the actual duration of the stay. In view of this, it is advisable to indicate in the agreement periods of teaching/staff mobility lasting 7 days for each planned mobility flow (e.g., 2 teaching staff x 7 days of mobility = 14).
  - **Number of students/teaching staff/staff in mobility:** there are no limitations on the number of exchanges specified in the agreement. However, it is recommended to ensure a balance between incoming and outgoing mobilities to avoid concentrating an excessive number of flows within the same agreement. This is to provide beneficiaries with a different range of destinations in the selection calls.
  - **Languages for student/teaching staff/staff mobility:** the proposer must specify the language(s) and the corresponding minimum level of proficiency required by the partner for UniCT students going on mobility (up to a maximum of two languages can be indicated). It is recommended to verify that the educational offerings of the foreign department referenced in the agreement include at least 60 ECTS credits taught in the indicated language(s). As for incoming mobility flows at UniCT, it should be noted that students are required to have knowledge of Italian (level A2) and English (level B1), while teaching staff and staff are required to have knowledge of Italian (level A2) and English (level B2).
  - **Contacts:** the proposer should ensure, in advance, the existence of professional figures responsible for managing mobility exchanges within the Erasmus+ program at the partner institution and must include their contact information in the agreement request form, as specified in the following section titled "*Step 3 | Compilation and submission of the E+ agreement request form.*" It should be noted that, for the sake of completeness, the contact information for the institutional contacts at the University of Catania (Erasmus Institutional Coordinator, Departmental Erasmus Coordinators, International Didactic Unit, and International Relations Operational Unit) has been automatically included in the agreement form in the Smart\_Edu platform. The form will also contain the contact information of the proposer in their capacity as the educational coordinator.
-

### **STEP 3 COMPLETION AND SUBMISSION OF THE E+ AGREEMENT REQUEST FORM**

The proposing teacher, after having agreed with the partner on the terms of the E+ agreement they intend to activate and having acquired all the necessary information (in accordance with what is provided in the "*Step 2: Preliminary Definition of the Agreement's Content*" section), proceeds to complete the **E+ agreement request form**. The form is available as an attachment to this guide.

The proposer will submit the completed form for evaluation to the **Erasmus Coordinator of their respective department**. If the teacher intends to propose the establishment of an agreement for study programs activated in a **department different from their own**, in compliance with the conditions indicated in the previous section, they must submit the form for evaluation to the Erasmus Coordinator of the department to which the agreement is directed.

The **departmental coordinator** will perform a **content check** to ensure that the data in the form complies with the guidelines provided in the "*Step 2: Preliminary Definition of the Agreement's Content*" section and is consistent with the department's strategic objectives.

Once the compliance and consistency mentioned above are verified, the departmental Coordinator will forward the form to their International Didactic Unit (UDI) for data **transfer into the Smart\_edu** system and the management of the departmental validation procedure.

The updated list of Erasmus Departmental Coordinators and UDIs is available online on the following pages:

- **UDI contact**  
<https://www.unict.it/it/internazionale/international-didactic-units-idu>
- **Erasmus Departmental Coordinators contact**  
<https://www.unict.it/it/internazionale/erasmus-and-internationalization-coordinators>

### **STEP 4 COMPLETION OF THE ELECTRONIC ERASMUS+ AGREEMENT FORM**

To transfer the data from the approved Erasmus+ agreement request form to *Smart\_edu*, the International Didactic Unit (UDI) must access the **Secretariats Portal** using their **Cas credentials**, click on the *Smart\_edu* icon at the beginning of the page, and then select the **International Mobility** menu.

The electronic form for creating a new Erasmus+ agreement is available in the menu under **Partners > Bilateral Agreements E+ > New Erasmus+ Agreement**, and it consists of **4 sections**.

#### **Section A | Main Data**

---

- In this section, the UDI is required to provide general data for the agreement, following the instructions below:
- **Status:** update based on the approval stages of the agreement (as indicated in the following paragraphs).
- **Mobility Program:** Specify the Erasmus+ Program 2021/2027.
- **Academic Year Start:** Specify the year **2024**.
- **Academic Year End:** It is recommended to propose the activation until the year 2028.
- **Name:** Leave the field empty.
- **Application Contexts (Educational Facilities and/or Study Programs):** Pre-filled with the department to which the UDI belongs and the automatic association of all study programs.
- **Responsible Professors for the Agreement:** Specify the name of the agreement proposer (the field allows for the indication of a single professor).
- **Notes:** You can leave the field empty.
- **Internal Notes for Office Use:** You can leave the field empty.

Once all the information is entered, the UDI should click the "Save" button.

### Section B | Incoming Partner Institutions

In this section, the UDI should enter information regarding the foreign Higher Education Institution (HEI) with which the proposing professor intends to activate the agreement. This section is composed of **four subsections** in which the UDI should provide the data contained in the "Agreement Request Form," following the instructions provided below.

#### **Primary Data**

- **University:** enter the name of the foreign institution with which the proposer intends to activate the agreement. For the correct identification of the legal name of the partner institution and its Erasmus code, it is recommended to consult the updated list of HEIs holding ECHE, available as an attachment to this guide.
  - **Erasmus Code:** This code is automatically generated by the system once the University is selected.
  - **Website:** Specify the website of the partner institution.
  - **Contacts:** In this section, provide the contact information of institutional representatives for the partner institution (Agreement Signer, Departmental Coordinator, International Agreement Office, International Mobility Office, and any other relevant office).
-

## Students

- **UniCT allows "Blended Mobility":** select the checkbox if the UniCT Department offers the possibility of blended mobility (both physical and virtual) for incoming Erasmus students.
- **Number of students on study mobility:** Specify the number of students from the partner institution who will undertake mobility at UniCT, the disciplinary field (ISCED code), the level of study (1st, 2nd, 3rd cycle), and the total number of months. It is recommended to ensure that the data align with the instructions provided in the "*Step 2 | Preliminary Definition of Agreement Content*" section.
- **Languages of instruction at UniCT:** Pre-filled with Italian A2 and English B1.
- **Number of students on internship mobility:** Indicate the number of students from the partner institution who will undertake mobility at UniCT, the disciplinary field (ISCED code), the level of study (1st, 2nd, 3rd cycle), and the total number of months. It is recommended to verify that the data conform to the instructions provided in the "*Step 2 | Preliminary Definition of Agreement Content*" section.
- **Recommended language requirements at UniCT:** Pre-filled with Italian A2 and English B1.

## Professors and University staff

- **Number of faculty members on mobility:** specify the number of professors/researchers from the partner institution who will undertake mobility at UniCT, the disciplinary field (ISCED code), and the total number of days. It is recommended to ensure that the data align with the instructions provided in the "*Step 2 | Preliminary Definition of Agreement Content*" section.
- **Recommended language requirements at UniCT:** Pre-filled with Italian A2 and English B2.
- **Number of administrative staff on mobility:** indicate the number of administrative staff members from the partner institution who will undertake mobility at UniCT and the total number of days. It is recommended to verify that the data conform to the instructions provided in the "*Step 2 | Preliminary Definition of Agreement Content*" section.

## Additional Information

- **Information on Grading Systems:** specify the website where the ECTS grading system adopted by the partner institution is published.
  - **Visa:** provide the contact information and the relevant department responsible for visa management, if applicable.
  - **Insurance:** indicate the contact information and the relevant department responsible for insurance matters.
  - **Housing:** Provide the contact information and the relevant department responsible for accommodation.
  - **URL for Course Offerings:** Specify the website where the partner institution's course offerings are published.
  - **URL for Disability Support Information:** Provide the contact information and the relevant department responsible for managing mobility for beneficiaries with special needs.
  - **Autumn Term for Student Nomination:** Specify the deadline by which the partner institution wishes to receive nominations for UniCT students in mobility for the first semester.
-

- **Spring Term for Student Nomination:** Specify the deadline by which the partner institution wishes to receive nominations for UniCT students in mobility for the second semester.
- **Autumn Term for Student Application:** Specify the deadline by which the partner institution wishes to receive applications from UniCT students for mobility during the first semester.
- **Spring Term for Student Application:** Specify the deadline by which the partner institution wishes to receive applications from UniCT students for mobility during the second semester.

Once all the information is entered, the UDI should click the **"Save"** button.

### Section C | University of Catania Outgoing

In this section, the UDI should enter information regarding the University of Catania. This section is composed of 3 subsections in which the UDI should provide the data contained in the "Agreement Request Form," following the instructions provided below.

#### Primary Data

- **Erasmus Code:** pre-filled field.
- **Contacts:** pre-filled field.
- **Url for course offerings:** pre-filled field.
- **Url for disability support information:** pre-filled field.
- **Autumn term for student nomination:** pre-filled field.
- **Spring term for student nomination:** pre-filled field.
- **Autumn term for student application:** pre-filled field.
- **Spring term for student application:** pre-filled field.
- **Contacts:** pre-filled field.

#### Students

- **The partner institution allows "Blended Mobility":** check the box if the foreign university permits UniCT students in Erasmus mobility to participate in mixed mobility programs (both physical and virtual).
  - **Number of students on study mobility:** specify the number of UniCT students who will undertake mobility at the partner institution, the disciplinary field (ISCED code), the level of study (1st, 2nd, 3rd cycle), and the total number of months. It is recommended to ensure that the data align with the instructions provided in "*Step 2 | Preliminary Definition of Agreement Content*" section.
  - **Languages of instruction at the Partner Institution:** using the auto-complete function, select the language(s) and the corresponding minimum level of proficiency required by the partner institution for UniCT students in Erasmus mobility.
  - **Number of students on internship mobility:** indicate the number of UniCT students who will undertake mobility at the partner institution, the disciplinary field (ISCED code), the level of
-

study (1st, 2nd, 3rd cycle), and the total number of months. It is recommended to verify that the data conform to the instructions provided in "*Step 2 | Preliminary Definition of Agreement Content*" section.

- **Recommended language requirements at the Partner Institution:** Using the auto-complete function, select the language(s) and the corresponding minimum level of proficiency required by the partner institution for UniCT students in Erasmus mobility.

### Professors and University Staff

- **Number of professors on mobility:** specify the number of UniCT professors/researches who will undertake mobility at the partner institution, the disciplinary field (ISCED code), and the total number of days. It is recommended to ensure that the data align with the instructions provided in "*Step 2 | Preliminary Definition of Agreement Content*" section.
- **Recommended language requirements at the Partner Institution:** using the auto-complete function, select the language(s) and the corresponding minimum level of proficiency required by the partner institution for UniCT faculty members going on Erasmus mobility.
- **Number of administrative staff on mobility:** indicate the number of UniCT administrative staff members who will undertake mobility at the partner institution and the total number of days. It is recommended to verify that the data conform to the instructions provided in "*Step 2 | Preliminary Definition of Agreement Content*" section.

Once all the information is entered, the UDI should click the "**Save**" button.

### Section D | Attachments

In this section, you can upload any additional documents (in PDF format) that the partners intend to attach to the agreement.

## STEP 5 DEPARTMENTAL APPROVAL AND POTENTIAL RENEGOTIATION WITH THE PARTNER

After completing the electronic form, the UDI **validates** the agreement proposal by clicking on the icon located in the toolbar at the beginning of the form.

Upon validation, the computer system automatically sends a notification to the **Departmental Coordinator**, inviting them to approve the agreement proposal.

The E+ Departmental Coordinator must then access the **Faculty Portal** using their **CAS credentials**, click on the "**Functions for Faculty**" section located at the top of the page, and then select the "**International Mobility**" menu option. Within this section, there is a panel for managing Erasmus+ agreements.

---

With the approval of the Erasmus+ Departmental Coordinator, the Smart\_edu system, through the EWP network, **automatically notifies the partner institution** of the agreement proposal prepared by UniCT.

Simultaneously, the UDI and the Departmental Coordinator **receive a notification from Smart\_edu** regarding the status of the agreement's submission to the foreign institution. In the Smart\_edu portal's Agreement Management section, you can also view the outcome of the transmission in the **Primary Data** section. In particular:

- **If the submission was not successful**, in the agreement section labeled *Primary Data*, the "Proposal Notified to Partner" field will display "**NO**," and a button named "**Resend to Partner**" will appear in the toolbar. By clicking on the icon at the top of the toolbar, the Departmental Coordinator or the UDI can initiate a new transmission of the agreement to the partner.
- **If the submission was successful**, in the agreement section labeled *Primary Data*, the "Proposal Notified to Partner" field will display "**YES**," and there will be no further forwarding button visible.

In the event of a **successful transmission**, the partner institution will view the agreement in their own internal management system (if connected to the EWP network) or through the Dashboard and can take one of the following actions:

### 1. Modifying the Agreement Proposal

In this case, the UDI and the Departmental Coordinator will receive a notification from the EWP system, which will allow them to view **the changes/additions made by the partner institution**. The UDI will conduct a review to ensure that the partner's proposed changes align with the instructions provided in "*Step 2 | Preliminary Definition of Agreement Content*," and they can choose to accept or reject the modifications.

- **If the UDI accepts the partner's additions**, they can click the "**Accept**" button, and the Smart\_edu system will generate a notification to the Departmental Coordinator, who must **approve** the new version of the agreement. After the Departmental Coordinator signs the agreement, the UDI must access the agreement management panel on Smart\_edu and select the "**Final Proposal**" icon in the toolbar. Following this action, the Smart\_edu system will automatically send a notification to the responsible officer at the **UORI** (University International Relations Office), who will perform the final review of the agreement before the **definitive signatures** are applied on the EWP network by both partners.
  - **If the UDI does not accept the partner's additions**, they should click the "**Reject**" button, and Smart\_edu will notify the foreign contacts listed in the agreement of the rejection. The UDI will need to reach out to the partner through appropriate channels, and after reaching an agreement on the agreement's content, they should **modify the proposal** on Smart\_edu and **validate it**. Subsequently, the Departmental Coordinator must **approve** the **new version** of the agreement. After the Departmental Coordinator signs the agreement, the UDI should access the agreement management panel on Smart\_edu and select the
-

"**Final Proposal**" icon in the toolbar. Following this action, the Smart\_edu system will automatically send a notification to the responsible officer at the **UORI** (University International Relations Office), who will **perform the final review** of the agreement before the **definitive signatures** are applied on the EWP network by both partners.

## 2. Accepting the Agreement Without Modification:

If the partner expresses **readiness to sign** the agreement on the EWP network without making any changes, the Smart-edu system will send a notification to the UDI and the Departmental Coordinator. The **UDI** should then access the agreement management panel on Smart-edu and select the "**Final Proposal**" icon in the toolbar. Following this action, the Smart-edu system will automatically send a notification to the responsible officer at the **UORI** (University International Relations Office), who will perform **the final review of the agreement** before the **definitive signatures** are applied on the EWP network by both partners.

## 3. Choosing not to take any action in EWP:

In this case, no communication will be generated by the EWP network. Therefore, the **UDI should contact the partner through appropriate channels** to verify the actual receipt of the agreement proposal sent by UniCT. Only after obtaining **clear approval from the partner for the proposal sent by UniCT**, whether through EWP notification or other means, can the UDI access the agreement management panel on Smart\_edu and select the "**Final Proposal**" icon in the toolbar. Following this action, the Smart\_edu system will automatically send a notification to the responsible officer at the **UORI** (University International Relations Office), who will **perform the final review of the agreement** before the **definitive signatures** are applied on the EWP network by both partners.

---

Agreements that are not labeled by the UDI as "**Final Proposal**" will not be submitted for **signature by the Institutional Erasmus+ Coordinator and the partner institution**. Consequently, they will not be included in the selection of destinations offered in the call for applications.

---

## **STEP 6 UNICT SIGNATURE AND TRANSMISSION TO THE PARTNER**

When the UDI changes the *status* of the agreement to "**Final Proposal**" in the Smart\_edu system, it generates a notification to the designated officer at the **UORI**. The UORI is responsible for conducting **the final review of the agreement** to ensure that its content aligns with the instructions provided in "*Step 2 | Preliminary Definition of Agreement Content.*" Following the review, the UORI can either accept the agreement and submit it for final signature by the Institutional Erasmus+ Coordinator or reject it if there are any issues or discrepancies.

---



- **If UORI rejects the Erasmus+ agreement**, the system will send a notification to the UDI and the Departmental Coordinator with the reasons for the rejection. The UDI should contact the partner institution through appropriate channels, and after reaching an agreement on the agreement's content, they should modify the proposal on Smart\_edu and validate it. Subsequently, the Departmental Coordinator must approve the new version of the agreement. After the Departmental Coordinator signs the agreement, the UDI should access the agreement management panel on Smart\_edu and select the **"Final Proposal"** icon in the toolbar. Following this action, the Smart\_edu system will automatically send a notification to the responsible officer at the UORI, who will perform the final review of the agreement before the definitive signatures are applied on the EWP network by both partners.
- **If the UORI approves the Erasmus+ agreement**, the Smart\_edu system will send a notification to the Institutional Erasmus+ Coordinator, who will provide the final signature for UNICT.

Smart\_edu system will notify the placement of the **Institutional Erasmus+ Coordinator's** signature to the designated officer at the **UORI**, who will formalize UNICT's signature on the EWP network and simultaneously invite the partner to sign. Only after the partner has placed its signature on the EWP network will the agreement automatically change its *status* to **"Finalized Agreement."**

---

Agreements that are not properly signed by the partner institution cannot be categorized as **"Finalized Agreements."** Consequently, they will not be included in the selection of destinations offered in the call for applications.

---

Agreements that are finalized **without exception by December 10, 2023**, will be included in the selection of destinations for *the Erasmus+ Mobility for Studies and Mobility for Traineeship calls for the academic year 2024/2025*.

---

## EXTRAORDINARY PROCEDURE FOR APPROVAL OF THE ERASMUS+ AGREEMENT IN CASE OF NON-ADHERENCE OF THE PARTNER TO THE EWP NETWORK/DASHBOARD

Considering that the process of connecting to the EWP network is still in an experimental phase at the European level, there may be cases of [foreign universities that have not fully joined the EWP network or implemented the use of Dashboard](#), even though it is a mandatory requirement for all institutions holding ECHE that intend to carry out mobility exchanges within the Erasmus+ Program starting from the academic year 2022/2023.

Such a possibility will be indicated by the Smart\_edu system through an [error notification](#) during the transmission process of the Erasmus+ agreement to the partner. It will also be visible in the agreement's main *Data Section* (where the "[Proposal notified to the partner](#)" field will display the status as "NO").

In the event of such a situation, the UDI will download the [Word version of the Erasmus+ agreement](#) that has been approved by the Departmental Coordinator from the Smart\_edu portal. Subsequently, they will send it via email to the foreign institution to confirm consent on the content of the proposal.

- **If the partner approves the proposal** through short communication (in this phase, there's no need to acquire the signed document), the UDI can access the agreement management panel on Smart\_edu and select the "[final proposal](#)" icon in the toolbar. Simultaneously, the UDI should inform the UORI via email that the partner is not present on the EWP network.
- **If the partner makes changes to the proposal** through short communication (in this phase, there's no need to acquire the signed document), the UDI should verify that the proposed modifications are in accordance with the guidelines outlined in "[Step 2 | Preliminary definition of the agreement content](#)." If the changes are acceptable, the UDI must access the Erasmus+ agreement processing panel on Smart\_edu, modify the proposal, and validate it. Subsequently, the Departmental Coordinator must approve the new version of the agreement. After the Departmental Coordinator's signature, the UDI can access the agreement management panel on Smart\_edu and change the *status* of the proposal to "[final proposal](#)". Simultaneously, the UDI should inform the UORI via email that the partner is not present on the EWP network.

When the UDI changes the agreement *status* to "[final proposal](#)" on Smart\_edu, the system generates a notification to the official responsible at the [UORI](#), who will conduct a [final review of the agreement](#) to ensure that its content complies with the guidelines outlined in "[Step 2 | Preliminary definition of the agreement content](#)." Following the review, the UORI can either accept the agreement and submit it for the final signature by the Institutional Erasmus Coordinator or reject it.

---

- **If the UORI rejects the Erasmus+ agreement**, the system will send a notification to the UDI and the departmental Coordinator, including the reason for rejection. The UDI will need to contact the partner through fast-track communication to reach an agreement on the content. After reaching an agreement, the UDI should access the Erasmus+ agreement processing form on Smart\_edu, make the necessary changes to the proposal, and validate it. Subsequently, the Departmental Coordinator must approve the new version of the agreement. After the departmental coordinator signs the agreement, the UDI can access the agreement management panel on Smart\_edu and select the "**final proposal**" icon in the toolbar. Simultaneously, the UDI should inform the UORI via email that the partner is not on the EWP network.
- **If the UORI approves the Erasmus+ agreement**, the Smart\_edu system sends a notification to the Institutional Coordinator, who will then provide [the final signature for UniCT](#).

After the Institutional Coordinator has signed the agreement, the UORI designated official [will send the signed PDF via email to the contacts at the foreign institution](#), using the icon in the Smart\_edu panel.

Only after the partner returns the agreement properly stamped and signed can the UORI official access the agreement management panel on Smart\_edu and change the proposal's status to "**Finalised Agreement**".

---

Agreements that are not duly returned with the partner's signature cannot be classified as "**Finalised Agreement**" by the UORI and, consequently, cannot be included in the offering of destinations put up for application.

---

The agreements [perfected by December 10, 2023](#), will be included in the offering of destinations for *the Erasmus+ Mobility for Studies and Traineeship calls for the academic year 2024/2025*.

---

## HOW TO ACTIVATE AN ERASMUS+ TRAINING PARTNERSHIP | KA131

For the planning of **Erasmus+ mobility partnerships for traineeships** with **foreign** public or private **organizations** in a Program country, interested UniCT professors must submit a **letter of intent** to the organization, which should be signed by the legal representative. The template is available as an attachment to this guide.

The procedure consists of **4 phases**.

### **STEP 1** GATHER BASIC INFORMATION

The proposing teacher conducts a preliminary assessment of the administrative organization of the foreign institution to check the internship opportunities for students. In particular, the proponent verifies:

- The willingness of the partner institution/organization to accept incoming trainees
- The working language(s).
- The presence of professional figures who will act as supervisors or mentors.

### **STEP 2** COMPLETING THE ONLINE MODEL OF THE E+ LETTER OF INTENT.

Once the necessary information has been obtained, the proponent proceeds to complete the **Letter of Intent**, which is available as an attachment to this guide, and submits it for the partner organization's signature.

### **STEP 3** TRANSMIT THE MODEL OF LETTER OF INTENT FOR ERASMUS+

The proposer must transmit the letter of intent, duly signed by the partner institution, for evaluation to the Erasmus Coordinator of **their own Department**. If the professor intends to propose the activation of a partnership for study programs located in **a department different from their own**, in compliance with the conditions outlined in the previous section, they must submit the form for evaluation to the Erasmus Coordinator of the department to which the agreement is directed.

The **Departmental Coordinator** conducts a **content review** to ensure that the data in the form complies with the instructions provided in "*Step 1 | Acquisition of Basic Information*" and

---

provides [an opinion on the consistency](#) of the partnership proposed by the professor with the department's strategic objectives.

Once the compliance and consistency are confirmed in accordance with the above provisions, the Departmental Coordinator forwards the form to their [UDI](#) for [transmission to the UORI](#) (University International Relations Office) via email ([Contact: giovanna.schillaci@unict.it](mailto:giovanna.schillaci@unict.it)).

The letters of intent received **by December 10, 2023**, will be included in the list available for students to choose their internship location, as an attachment to *the Erasmus+ Mobility for Traineeship Call for the academic year 2023/2024*.

---

## ATTACHMENTS

**ATTACHMENT 1** | Table of ISCED codes associated with study programs

**ATTACHMENTS 2** | [List of ECHE Higher Education Institutions](#) (link)

**ATTACHMENTS 3** | KA131 agreement request form (*Programme Countries and Partner*)

**ATTACHMENTS 4** | KA131 letter of intent for traineeship (*Programme Countries*)