**ADDENDUM TO THE EXECUTIVE PROTOCOL**

**OF THE MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**UNIVERSITY OF TRIESTE (ITALY)**

**AND**

**UNIVERSITY OF … (…)**

**1. Foreseen Activities**

Both Institutions indicate their willingness to cooperate in the promotion of the educational activities foreseen by this agreement:

- Exchange of undergraduate, bachelor and PhD students.

The present agreement will regulate all administrative and educational aspects.

**2. Mobility numbers per academic year**

Each Institution shall select students whom they deem suitable to take part in the study abroad programme, according to the criteria indicated in the internal Call of each respective Institution. Students will be selected among those enrolled at the study courses belonging to the area code/s indicated in the table below.

The maximum duration of the exchange is indicated in the table below. However, if for educational reasons shorter periods are necessary, a different duration will be mutually agreed by professors responsible of the student mobility for each area code.

Both Institutions shall attempt to keep a reasonable balance in the number of students exchanged.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM** | **TO** | **Subject area code (ISCED)** | **Subject area name** | **Study cycle (1st, 2nd, 3rd)** | **Student mobility for studies – Total number of students** | **Student mobility for studies – Total number of months** |
| University of Trieste | University of … |  |  |  |  |  |
| University of … | University of Trieste |  |  |  |  |  |

Partner Institutions commit to amend the above table in case of changes of mobility conditions intervened at each partner Institution no later than January in the preceding academic year.

**3. Recommended language skills**

Each sending institution is responsible for providing support to its nominated students so that they can have the recommended language skills at the beginning of course at partner Institution.

For the University of Trieste, the level of Italian language recommended to attend course is B2 QCER.

For the University of … the level of … language required to attend course is the following: …

**4. Activities to be carried out at foreign Institution**

At the host institution, students shall be allowed to do the following activities:

1. attend classes and take the prescribed exams at the end;
2. pursue research activities for the final thesis;
3. take part in a traineeship when this is foreseen by in the degree programme.

Activities to be carried out at the foreign University will be indicated in a Learning Agreement and shall be approved by the involved Department/s of each Institution before departure.

At the end of the exchange period, the receiving Institution shall issue a Transcript of Records’ certificate attesting the activities which have been carried out by each student.

During the exchange period at the host institution students shall comply with internal rules and regulations of the partner Institution.

**5. Tuition fees and other costs**

Student exchanges deriving from this Addendum will be implemented on a “fee waiver” basis: students at both Universities will be exempted from fees while attending the host University.

**6. Insurance**

Students from both Institutions are covered by their home universities’ insurance for accidents and illnesses caused by accidents and civil liability.

Students will be asked to sign their own health insurance before departure.

**7. Financial resources**

Each University will be responsible for financing scholarships made available for their respective selected students.

**8. Validity period of the agreement**

This Agreement shall remain in force until the expiry date of the pertaining Executive Protocol.

The validity of this agreement may be extended by mutual consent in writing.

**9. Final provisions**

For any point not specifically covered by this Agreement it shall be referred to the Memorandum of Understanding.

**SIGNATURES**

For the University of Trieste For the University of …

The Professor/s responsible The Professor/s responsible

of the Executive Protocol of the Executive Protocol

Prof. … Prof. …

Date, Date,

The Head of the Department/s involved The Head of the Department/s involved

Prof. … Prof. …

Date, Date,

|  |  |  |
| --- | --- | --- |
| **Name of the University** | University of Trieste |  |
| **Websites** |  |
| General website of the university |  <http://www.units.it> |  |
| Website for incoming exchange students |  |  |
| **Academic calendar (lecture periods)** |  |
| Start / end dates - winter term |  |  |
| Start / end dates - spring term |  |  |
| Examination periods |  |  |
| **Nomination of mobile students**  |  |
| Mobile students Nomination’s deadline |  |  |
| Methodology for nomination procedures |  |  |
| **Local Contact Persons** |  |
| Professor responsible for incoming exchange students at UniTS |  |  |
| Contact details |  |  |
| Professor responsible for incoming exchange students at …. |  |  |
| Contact details |  |  |