**Protocol Governing Student, Professors and Staff exchange between**

**University of Catania and ………………**

The University of Catania (Italy) and …………………..(…………), agree to cooperate according to the rules established in the following protocol governing student professors and staff exchange, in accordance with the content of the framework agreement signed by the two universities.

1. Students shall be accepted and treated according to the rules and regulations of the host university that will enroll them as exchange/visiting incoming students. They will not obtain any degree at the host university.
2. The length of students mobility period shall be between three and nine months. However, under certain circumstances students can be accepted for a shorter period.
3. Professors shall be accepted and treated according to the rules and regulations of the host university that will register them as exchange/visiting professors for didactic activities.
4. The length of professors mobility period shall be between two and eight weeks.
5. Administrative staff shall be accepted and treated according to the rules and regulations of the host university that will register them as exchange/visiting staff for training.
6. The length of administrative staff mobility period shall be between one and four weeks.
7. Permission for students, professors and staff admission shall be given by the host university taking into consideration the recommendation/selection of the home university.
8. This protocol shall cover a maximum of three students incoming and three students outgoing (all study cycles), two professors incoming and two professors outgoing and one administrative staff unit incoming and one administrative staff unit outgoing from each university per academic year (the number of exchanges agreed should be specified in the table below).
9. Both universities agree that the number of incoming students, professors and staff flows will be equivalent or inferior to the number of outgoing students, professors and staff indipendently from the length of the mobility periods.
10. In any given year, either university may reduce flows of students, professors and staff incoming or outgoing on the basis of mutual reciprocity.
11. Incoming students may register in courses offered by the host university according to registration regulations. In principle, each host university requires intermediate knowledge of hosting country official language if not otherwhise agreed. Credits earned by students at the host university will be recognized by the home university according to its own regulations.
12. Student application fees, processing/entrance fees and tuition at the hosting university shall be waived on a mutual basis.
13. All other costs (travel, accomodation, transport, living expenses..) are in principle to be borne by the students and eventually by the sending institution. However, the host university guarantees to support hosts from the partner university.
14. Each partner university will provide students, professors and staff with insurance compulsory according to national law
15. This protocol shall be valid for a period of 5 years. At expiration of the Agreement, universities will consult in order to extend the collaboration signing a new protocol.
16. The legal representative of the University of Catania declares to be aware of the Ethic Code approved by the University of Catania (D.R. n. 2637 del 6.8.2015) e of the Behaviour Code approved by the University of Catania (D.R. n. 2352 del 5.6.2014), published in the portal section devoted to “Transparent Administration” and guarantees the respect of the rules contained in both documents, aware that a misleading behavior will determine the ending of the protocol and eventually the related penalties.

Further measures which might be deemed necessary for the smooth implementation of this protocol shall be decided through consultation between the two universities.

Therefore, according to the rules described, the partner universities agree to perform the following exchange flows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exchange beneficiaries** | **Number** | **Level** | **Duration per mobility** | **Language required** | **Language level** |
| **Students** |  |  |  |  |  |
| **Professors** |  |  |  |  |  |
| **Staff** |  |  |  |  |  |

**Rector**

Prof. Francesco Basile

Signature: ...................................................................

Date: ...........................................................................

Stamp: