

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code or city ³	Contact details (email, phone)	Website (eg. of the course catalogue)
Freie Universität Berlin, Germany.	D BERLIN 01	Stefanie Ritter Coordinator Erasmus+ ICM Stefanie.ritter@fu-berlin.de Tel: +49 (0) 30 838 73441	Lecture catalogue: www.fu-berlin.de/vv Semester dates: www.fu-berlin.de/en/studium/studienorganisation/termine
Universidad de Santiago de Chile, Santiago, Chile	PIC 986427436	Anoek Van den Berg, anoek.vandenberg@usach.cl Head of International and Interuniversity Office Avda. Libertador Bernardo O´higgins 3363, Estación Central, Santiago Chile Casa Central oficina 102. Santiago Tel: +0562-27180044	www.usach.cl Course catalogue: https://admisión.usach.cl

B. Mobility numbers 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. The mobility table will also be amended with respect to subsequent Erasmus+funding (E+KA107) agreements for the additional amount available. Amendmends to the mobility table may be signed by the Senior Official of the partners as outlined in Part A of the IIA.

Student Mobility (SMS)

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods [total number of months of the study periods or average duration]	
					Student Mobility for Studies	Student Mobility for Traineeships
PIC 986427436	Universidad de Santiago de Chile		University wide	1 st (Bachelor) or 2 nd (Master)	---	---
				3 rd (PhD)	1 x 5 m	
Universida d de Santiago de Chile	PIC 986427436		University wide	All cycles	1 x 5 m	---

Staff Mobility (STA)

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods [total number of days of teaching/training periods or average duration]	
				Staff Mobility for Teaching	Staff Mobility for Training
PIC 986427436	Universidad de Santiago de Chile		University wide	1 x 7 d	1 x 7 d
Universida d de Santiago de Chile	PIC 986427436		University wide	1 x 14 d	1 x 7 d

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:

³ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

Receiving institution	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]
D BERLIN 01		German		B1	
PIC 986427436		Spanish	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree,

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>

provided these have been satisfactorily completed by the mobile student.

- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

I. Freie Universität Berlin:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at Freie Universität Berlin. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars. Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero
- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.
- Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service), Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
- www.fu-berlin.de/service/behinderung
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.
- Academic Calendar

	Winter Term	Summer Term
Suggested Date of Arrival	1 October	1 April
Orientation Programme	First and second week of October	First and second week of April
Term Dates	1 October – 31 March	1 April – 30 September
Lecture Period	Mid October – mid February	Mid April – mid July
Examination Period	Mid February – mid March (varies individually)	Mid July – mid August (varies individually)
Personal Enrolment is possible starting as of	the first working day in September concurring with the office hours (Monday, Tuesday, Thursday)	the first working day in March concurring with the office hours (Monday, Tuesday, Thursday)
Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html		

II. Universidad de Santiago de Chile:

Provided support from Usach

- Ensure equal academic treatment and services for incoming students, professors and the staff into the institution's everyday life and have appropriate mentoring and support arrangements as well as appropriate linguistic support for all of them.
- Ensure recognition of the educational components and related credits, issuing transcript of records and diploma supplements of outgoing students.
- Support the reintegration of outgoing participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff is given opportunity to share their learning experience with the community of their mobility period.

We provide a number of different and specific support services for international students. Some of them are:

- Guidance throughout the application process.
- Access to the University Health Service
- Help with basic issues related to the student visa
- Information to settle in when the students first arrive
- Spanish as a second language course at no cost.
- Support to welcome students and staff with disabilities: <http://dfii.usach.cl/Calendar>

I. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term* [month]	Spring term* [month]
D BERLIN 01	May, 1st	November, 1st
PIC 986427436	October, 30th	May 30th

[* to be adapted in case of a trimester system]

1. Freie Universität Berlin:

Partner institutions should send nominations to the contact person listed under A. The receiving institution will send its decision within 6 weeks.

2. Universidad de Santiago de Chile:

Applications from the Freie Universität Berlin students to commence in Semester I (March-August) at the UdeSantiago de Chile must reach UdeSantiago de Chile by 15th October of the previous year, and for Semester II (August-December) by May 15th of that year.

II. Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

PIC 986427436: Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI. The Transcripts will be sent to the International Office of their home university by email (hard copies can be sent upon request).

III. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year must be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

I. Grading systems of the institutions

1. Freie Universität Berlin:

ECTS Credits: The Freie Universität Berlin uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study.

Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Freie Universität Berlin	ECTS	
Grade	Grade	Predicate
1,0 – 1,5	A	Excellent
1,6 – 1,7	B	Very Good
1,8 – 2,0		
2,1 – 2,7	C	Good
2,8 – 3,0		
3,1 – 3,5	D	Satisfactory
3,6 – 3,7	E	Sufficient
3,8 – 4,0		
4,1 – 5,0	F	Fail
P	Participation; i.e. the student has successfully and regularly attended the course.	

2. Universidad de Santiago de Chile:
PIC 986427436

CHILEAN grading system
7= Excellent
From 6 to 6.9: Very good
From 5 to 5.9: Good
From 4 to 4.9: Sufficient
From 0 to 3.9: Fail

II. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound 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	Contact details (email, phone)	Website for information
D BERLIN 01	Info-Service Iltisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum
PIC 986427436	Departamento de Relaciones Internacionales e Interuniversitarias <u>Incoming Students</u> Fernando Olmos, Coordinador Tel.: +5627180043 Fernando.olmos@usach.cl <u>Incoming Academic Staff</u> Bilha Ojeda Coordinator Tel.: +5627180198 Bilha.ojeda@usach.cl	www.drii.usach.cl <u>Incoming Students:</u> http://chileabroad.gov.cl/consulados/ https://www.drii.usach.cl/sites/drii/files/preguntas_frecuentes_estudiantes_extranjeros_2.pdf <u>Incoming Academic Staff</u> https://www.drii.usach.cl/sites/drii/files/manual_academicos_internacionales.pdf

III. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound 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	Contact details (email, phone)	Website for information
D BERLIN 01	Info-Service Iltisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung
PIC 986427436	Departamento de Relaciones Internacionales e Interuniversitarias <u>Incoming Students</u> Fernando Olmos, Coordinador Tel.: +5627180043 Fernando.olmos@usach.cl <u>Incoming Academic Staff</u> Bilha Ojeda Coordinator Tel.: +5627180198 Bilha.ojeda@usach.cl	www.drii.usach.cl <u>Incoming Students:</u> https://www.drii.usach.cl/sites/drii/files/preguntas_frecuentes_estudiantes_extranjeros_2.pdf <u>Incoming Academic Staff</u> https://www.drii.usach.cl/sites/drii/files/manual_academicos_internacionales.pdf

IV. 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	Contact details (email, phone)	Website for information
D BERLIN 01	Accommodation Malteserstraße 74 - 100 Building House S – Room S16 (1st floor) 12249 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	http://www.fu-berlin.de/en/sites/unterbringung
PIC 986427436	Departamento de Relaciones Internacionales e Interuniversitarias <u>Incoming Students</u> Fernando Olmos, Coordinador Tel.: +5627180043 Fernando.olmos@usach.cl <u>Incoming Academic Staff</u> Bilha Ojeda Coordinator Tel.: +5627180198 Bilha.ojeda@usach.cl	www.drii.usach.cl <u>Incoming Students:</u> https://www.drii.usach.cl/sites/drii/files/manual_estudiantes_internacionales.pdf https://www.drii.usach.cl/sites/drii/files/preguntas_frecuentes_estudiantes_extranjeros_2.pdf <u>Incoming Academic Staff</u> https://www.drii.usach.cl/sites/drii/files/manual_academicos_internacionales.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)


Institution [Erasmus code]	Name, function	Date	Signature
D BERLIN 01	Dr. - Ing. Andrea Bör Provost		
PIC 986427436	Dr. Juan Manuel Zolezzi Cid Rector		

ANÓTESE Y COMUNÍQUESE,

Dr. JUAN MANUEL ZOLEZZI CID, Rector



scribo a usted para su conocimiento.

ed,

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