

## DUAL DEGREE AGREEMENT BETWEEN THE UNIVERSITÀ IUAV DI VENEZIA AND THE UNIVERSITÉ DE REIMS CHAMPAGNE-ARDENNE

In

« Urban and Spatial Planning »

*This document describes the terms under which the Università IUAV di Venezia ("IUAV"), Venice, Italy, and the Université de Reims Champagne-Ardenne ("URCA") can offer their master students an opportunity to do part of their graduate studies in each other's campuses with the possibility of obtaining degrees from both institutions.*

### A. Objectives of the Agreement

In order to promote the cultural exchange and to enhance postgraduate education of planning students, the Dipartimento di Culture del Progetto of the Università IUAV di Venezia and the Institut d'Aménagement des Territoires, d'Environnement et d'Urbanisme de l'Université de Reims (IATEUR) of the Université de Reims Champagne-Ardenne (URCA) agree on the above.

This program is intended to award, according to the terms and conditions listed below, a **Dual Degree (DD)** that allows students from Università IUAV di Venezia to obtain the **Master en Urbanisme et Aménagement (0731)** degree at the Université de Reims Champagne-Ardenne and students from Université de Reims Champagne-Ardenne to obtain the **Laurea Magistrale in Urbanistica e Pianificazione del Territorio (LM-48)** degree at the Università IUAV di Venezia. This agreement is valid only by accomplishing all national laws and procedure rules from each involved university.

The Laurea Magistrale in Urbanistica e Pianificazione del Territorio (LM-48) degree awarded by the Università IUAV di Venezia is a programme for advanced academic postgraduate education, which is obtained after the bachelor degree. It is a 4-semester program taught in Italian and English and comprises 120 transferable credits (ECTS).

The Master en Urbanisme et Aménagement awarded by the Université de Reims Champagne-Ardenne is a research and professional education programme for students who have finished their bachelor degree. It is 4-semester program taught in French and comprises 120 transferable credits (ECTS). The students will receive a double degree from both universities provided that they have obtained required credits at both institutions, i.e. at least 60 ECTS at each institution, consistently with the agreed study plan.

Both universities have agreed on common objectives, entry requirements, admission procedures, core contents and pedagogical structure of the Dual Degree Program as described in Appendix A. They have a common understanding of the skills and knowledge that the graduates of the program should possess.

## B. Information about the higher education institutions

### General Information

| Full name of the institution / country         | Erasmus code or city <sup>1</sup> | Name of the contact person  | Contact details (address, email, phone)  | Website (eg. of the course catalogue)                    |
|--|-----------------------------------|---|--|--|
| Università IUAV di Venezia / Italy             | I VENEZIA 02                      | International Affairs Office<br>Officer   | Università IUAV di Venezia<br>S. Croce 191 – 30135 Venezia – Italy<br><a href="mailto:mobilita.studenti@iuav.it">mobilita.studenti@iuav.it</a><br>t. +39 041 2571403<br>f. +39 041 2571160 | <a href="http://www.iuav.it">www.iuav.it</a>             |
| University of Reims Champagne-Ardenne / France | F REIMS 01                        | Ms Anna GOYCHMAN<br>Direction des Relations Extérieures et du Développement International (DREDI)<br>Director | URCA – DRI<br>9 bd de la Paix<br>CS 60005 – 51724 Reims cedex – France<br><a href="mailto:dri@univ-reims.fr">dri@univ-reims.fr</a><br>t. +33 (0)3 26 91 89 87<br>f. +33 (0)3 26 91 30 63   | <a href="http://www.univ-reims.fr">www.univ-reims.fr</a> |

### Key contacts for student mobility's matters

| Receiving institution [Erasmus code or city] | Name of the contact person  | Contact details [e-mail, phone, fax]   | Website for nomination  |
|--|---|--|---|
| I VENEZIA 02                                 | Ms Paola DE ROSSI<br>Officer<br>Student Mobility Office   | <a href="mailto:mobilita.studenti@iuav.it">mobilita.studenti@iuav.it</a><br>t. +39 041 2571403<br>f. +39 041 2571160   | <a href="https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0">https://docs.google.com/a/iuav.it/spreadsheet/viewform?usp=drive_web&amp;formkey=dDVvVzVvb0ZZX3Q3ajlkeFh0UEZzU1E6MQ#gid=0</a> |
| F REIMS 01                                   | <i>Outgoing students :</i><br>Ms. Karine DARDENNE<br>Officer<br><i>Ingoing students :</i><br>Ms. Priscilla EBAKA<br>Officer | <a href="mailto:karine.dardenne@univ-reims.fr">karine.dardenne@univ-reims.fr</a><br>03 26 91 29 29<br><a href="mailto:priscilla.ebaka@univ-reims.fr">priscilla.ebaka@univ-reims.fr</a><br>03 26 91 83 59 | <a href="http://www.univ-reims.fr/iateur">www.univ-reims.fr/iateur</a>  |

### C. Coordination of the Dual Degree

Both universities will set up a **bilateral commission** consisting of the main and secondary scientific and pedagogical tutors of the students registered in the Dual Degree plus one representative of the international office of each university. The Commission will have the responsibility concerning all major internal decisions to be undertaken with the respect to the Dual Degree, including the studying program of each student and the composition of the committee in charge of assessing their dissertation. These decisions will be subject to the final approval by the relevant internal bodies, councils and boards of the host university. The bilateral commission will meet at least once a year also by conference call/videoconference. The Commission will review the results of the dual degree program and will prepare a summary report for the partners.

Each partner university will designate a coordinator and a substitute for the Dual Degree. The list of coordinators is included as appendix to this agreement. The institutions could change the coordinators in charge of the Dual Degree, in this event a notice should be sent to the other party in a reasonable short time (no longer than 1 month).

Tutoring is organized by a main scientific and pedagogical tutor and a secondary scientific and pedagogical tutor. His/her mission is to handle the organisation of the students' programmes.

For each student or group of students, the coordinator from the Home University designates a main scientific and pedagogical tutor and the Host University a secondary scientific and pedagogical tutor. They can be the same persons as the coordinators of the Dual Degree and/or the dissertation supervisor and co-supervisor. They work in close synergy.

### D. Organization of the Dual Degree program

Students who want to study for the Dual Degree program must arrive in the hosting institution at the beginning of the academic year.

In order to obtain a Dual Degree, URCA students will have to enroll, attend the courses and achieve at least 60 ECTS from both the 1<sup>st</sup> year of the Master en Urbanisme et Aménagement and the 2<sup>nd</sup> year of one of the Laurea Magistrale in Urbanistica e Pianificazione del Territorio (LM-48) curricula active/available at IUAV in the academic year at their arrival.

In order to obtain a Dual Degree, IUAV students will have to enroll in and attend the courses of both the 1<sup>st</sup> year and achieve at least 60 ECTS of the Laurea Magistrale in Urbanistica e Pianificazione del Territorio (LM-48) and the 2<sup>nd</sup> year of one of the Master en Urbanisme et Aménagement degree curricula active/available at URCA in the academic year at their arrival.

| FROM<br>[Erasmus code or city of the sending institution] | TO <sup>7</sup><br>[Erasmus code or city of the receiving institution] | Subject area code<br>[International ISCED code] | Subject area name               | Study cycle  | Number of student mobility periods   |                                  |
|---|--|---|---------------------------------|--|--|----------------------------------|
|   |  |   |                                 |  | Student Mobility for Studies<br>[total number of months of the study periods or average duration*] | Student Mobility for Internships |
| I VENEZIA 02  | F REIMS 01   | 0731  | Architecture and Urban Planning | 2 <sup>nd</sup> year of the Master en Urbanisme et | up to 4 students per 1 academic year for the Dual  | N/A                              |

|            |              |      |                                 |  |  |     |
|------------|--------------|------|---------------------------------|--|--|-----|
|            |              |      |                                 | Aménagement  | Degree Program   |     |
| F REIMS 01 | I VENEZIA 02 | 0731 | Architecture and Urban Planning | 2 <sup>nd</sup> year of the Laurea Magistrale in Urbanistica e Pianificazione del Territorio | up to 4 students per 1 academic year for the Dual Degree Program | N/A |

The Dual Degree exchange recognizes reciprocity between both institutions. Both the Laurea Magistrale in Urbanistica e Pianificazione del Territorio (LM-48) at IUAV and the Master en Urbanisme et Aménagement at URCA consider a two-semester period for incoming students. In order to obtain the Dual Degree, the master program at URCA should be developed in two semesters, including a 3-month professional internship (*stage*) (300 hours) that normally takes place during the second year.

| FROM <sup>7</sup><br>[Erasmus code or city of the sending institution] | TO <sup>7</sup><br>[Erasmus code or city of the receiving institution] | Subject area code *<br>[ISCED 2013] | Subject area name *             | Number of staff mobility periods   |                               |
|--|--|-------------------------------------|---------------------------------|--|-------------------------------|
|  |  |                                     |                                 | Staff Mobility for Teaching<br>[total number of days of the teaching periods or average duration*] | Staff Mobility for Training * |
| I VENEZIA 02   | F REIMS 01   | 0731                                | Architecture and Urban Planning | 2 teachers per 1 week/year   | 1 staff per 1 week/year       |
| F REIMS 01   | I VENEZIA 02   | 0731                                | Architecture and Urban Planning | 2 teachers per 1 week/year   | 1 staff per 1 week/year       |

### E. Dual Degree Study Plan

The detailed Study Plan is given in the Appendix A.

If the study plan of any of the institutions involved is modified, it should be opportunely notified to the counterpart in order to determine continuity of the current agreement.

| STUDENTS FROM | Academic year that must be attended at the hosting university                     | Minimum and compulsory study plan required for the Dual Degree Program  |                          |
|---------------|---|---|--------------------------|
| URCA          | 2 <sup>nd</sup> year of the Laurea Magistrale in Urbanistica e Pianificazione del | <ul style="list-style-type: none"> <li>• 2 design studios (atelier/studio, 1 per semester)</li> <li>• 1 up to 2 theoretical courses (lectures)</li> </ul> | At least 60 ECTS credits |

|      |  |   |                                |
|------|--|---|--------------------------------|
|      | Territorio (LM-48)<br>at IUAV  | <ul style="list-style-type: none"> <li>• 1 up to 2 elective single courses</li> <li>• professional internship</li> <li>• research dissertation (<i>tesi</i>)</li> </ul>   |                                |
| IUAV | 2nd year of the<br>Master en<br>Urbanisme et<br>Aménagement at<br>URCA | <ul style="list-style-type: none"> <li>• professional internship (UE1)</li> <li>• 2 up to 3 lectures (UE2)</li> <li>• 2 ateliers (1 per semester, UE3, UE5)</li> <li>• 1 up to 2 methodological seminars (UE4)</li> <li>• research dissertation (<i>mémoire</i>) (UE6)</li> </ul> | At least<br>60 ECTS<br>credits |

Students from URCA who apply to the Dual Degree shall prepare their dissertation (*tesi*) and pass all courses and ECTS required by IUAV. To obtain the Dual Degree, they must also accomplish or validate a professional internship (12 ECTS). The degree obtained at IUAV will allow them to apply for the professional license (*abilitazione*) as urban planners in Italy as per the rules set by the Professional Association of Architects, Planners, Landscapers and Conservationists (*Ordine degli Architetti, Pianificatori, Paesaggisti e Conservatori*).

Students from the IUAV who apply to the Master en Urbanisme et Aménagement at URCA will have to prepare their dissertation (*mémoire*) and pass all courses and ECTS required by URCA. To obtain the Dual Degree, they must also accomplish or validate a professional internship (12 ECTS).

After meeting some further requirements, this diploma will allow them to apply for the OPQU professional license in France or in another country in order to practice in these countries, provided all other requirements are met.

About the professional internship, URCA and IUAV will provide a list of partners, potentially interested in accepting internships.

The Dual Degree study plan must be completed in one academic year including internship. The host university reserves the right to suspend the enrolment at the Dual Degree Programme to a student with insufficient academic results. In the case that one student fails one or more courses, he/she should return and finish his/her courses at the home university. All courses and credits earned by the student at the host university will be fully recognized by the home university.

In case students both from the Iuav and URCA don't fulfil all requirements of credits they won't achieve the Double Degree and must finish their studies at the home University so as to obtain only the national Degree.

URCA Dual Degree students (hosted at IUAV) will defend their dissertation (*tesi*) in English at the Host University. The dissertation must include an abstract in French and Italian, as well as English. There will be one defense committee for each university meeting at the same time and discussion might be done through videoconferencing facilities between the two universities. Discussion should preferably take place before mid-July, to the risk of repeating the second year, due to different retake rules in the two universities. After discussion, IUAV will receive from URCA the certificate of the degree and the final Transcript of Records, so that IUAV will acknowledge the French degree and deliver the Italian degree certificate to URCA graduates within two months.

IUAV Dual Degree students (hosted at URCA) will defend their dissertation (*mémoire*) in English at the Host University and the discussion might be done through videoconferencing facilities between the universities. There will be one defense committee for each university meeting at the same time and discussion might be done through videoconferencing facilities between the two universities. After discussion, URCA will receive from IUAV the certificate of the degree and the final Transcript of Records, so that URCA will acknowledge the Italian degree and deliver the French degree certificate to IUAV graduates within two months.

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

| Receiving institution<br>[Erasmus code] | Autumn term<br>[month] | Spring term<br>[month] |
|---|------------------------|------------------------|
|---|------------------------|------------------------|

|              |                       |                          |
|--------------|-----------------------|--------------------------|
| I VENEZIA 02 | June 30 <sup>th</sup> | October 30 <sup>th</sup> |
| F REIMS 01   | May 1 <sup>st</sup>   | November 1 <sup>st</sup> |

2. The receiving institution will send its decision within 6 weeks after IUAV online nomination deadlines.
3. 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.

## F. Selection criteria and process

Students from URCA who wish to apply for the Laurea Magistrale in Urbanistica e Pianificazione del Territorio (LM-48) program at IUAV should be awarded with a bachelor's degree before starting the program and have obtained at least 60 ECTS at master level at URCA according to the study plan before starting the mobility. At IUAV, the application process for the Dual Degree program will start after the beginning of the first year in parallel with the other exchange programs.

Students from IUAV who wish to apply for the Master en Urbanisme et Aménagement at URCA should be awarded with a bachelor's degree before starting the program and have obtained at least 60 ECTS at master level at IUAV according to the study plan before starting the mobility. The number of IUAV students pursuing the Double Degree will be limited to 4 for each cohort.

At URCA, the application process for the Dual Degree program will open concomitantly with the applications for the Master en Urbanisme et Aménagement at URCA. Up to 4 admissions at the Master en Urbanisme et Aménagement at URCA will be reserved for students of the Double Degree. Application forms and procedures will be available from the website of IATEUR ([www.univ-reims.fr/iateur](http://www.univ-reims.fr/iateur)) on a yearly basis.

URCA applications must be submitted by both hardcopy and softcopy. Applicants must submit copies of original transcripts (university only), language certificates (if any), curriculum vitae and a personal statement explaining academic background, motivations and argument that support his/her application. CV and statement documents must be written in English or the language of the host university and the last one must not exceed 500 words in length.

IUAV applications must be submitted in digital format and must include personal data and copies of a valid ID document, an updated transcript of records, a CV, an academic letter of reference, a motivation letter,

The acceptance of the application depends on a review based on academic background, fulfillment of basic requirements established by each institution, motivation and personal commitment towards the program and language level.

### Common language requirements

The sending institution, following the 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.

Before the arrival of the incoming students, the receiving institutions will inform the incoming students about language courses available before their arrival and/or during their stays.

| Receiving institution<br>[Erasmus code or city] | Optional: Subject area | Main language of instruction | Additional language of instruction    | Recommended language of instruction level <sup>2</sup>                 |
|---|------------------------|------------------------------|---------------------------------------|--|
|   |                        |                              |                                       | Dual Degree Exchange Students [ <i>Minimum recommended level: B2</i> ] |
| I VENEZIA 02                                    |                        | Italian                      | Some courses are taught in English    | B1   |
| F REIMS 01                                      |                        | French                       | All courses are taught in French only | B1   |

### G. Administrative requirements to obtain the Dual Degree

- To obtain the Dual Degree diploma, incoming students to IUAV are required:
  - to pay the taxes required by Italian Ministry of University (80 euros ca. at the time of signing);
  - to deliver/send a copy of the thesis;
  - to fulfill Dual Degree administrative requirements by IUAV (including Almalaurea).
- To obtain the Dual Degree diploma, incoming students to URCA are required:
  - to deliver/send a copy of the professional internship report and of the final dissertation;
  - to fulfill all administrative requirements of the URCA.

Students successfully completing their studies of the Dual Degree Program obtain two degree certificates, one issued by the home institution and one issued by the host institution. The students also receive two Diploma Supplements related to their (respective) degrees.

Both parties will implement their local evaluation systems for courses and programmes. The feedback and future improvements will be treated at the annual meetings of the persons responsible for the Dual Degree Programme.

### H. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>3</sup> 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](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

<sup>2</sup> See Common European Framework of Reference for Languages:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## I. Calendars

### 1. Academic calendar:

| Receiving institution<br>[Erasmus code or city] | 1st term                | 2nd term              |
|---|-------------------------|-----------------------|
| I VENEZIA 02                                    | from October to January | from February to July |
| F REIMS 01                                      | from October to January | from February to July |

Students who want to study for the Dual Degree Program must arrive in the hosting Institution at the beginning of the academic year.

## J. Coming into force, duration and termination of the agreement

The agreement has a validity of 4 years as from the signing date, starting in academic year 2019-2020 and finishing in academic year 2023-24, therefore students will start the mobility from a.a. 2020/2021

The validity of the Dual Degree resulting from the present agreement is conditioned to the "accreditation" of the considered degrees in Master en Urbanisme et Aménagement (URCA) and Laurea Magistrale in Urbanistica e Pianificazione del Territorio (LM-48) (IUAV) delivered by the partner Universities. The validity of the joint degree cannot exceed the national "accreditation" periods of each degree.

A year before its maturity date, the agreement can be revised or enlarged by mutual consent for a duration determined by the parties, but in accordance with the degrees' "habilitation" periods. Any extension or revision will have to be fulfilled before the expiration date of the present agreement. Any changes to the present agreement must be validated by the internal authorities of each partner. The agreement will come into force at the signing date of the cocontracting partners.

The possible denunciation, before the end of the agreement, by one of the parties will be given notice twelve months before the due date at the latest, and will have no effect on, nor will it be in the detriment of the students involved in the study cycle.

## K. Services for Students with disabilities

| Receiving institution<br>[Erasmus code or city] | Office/Person in charge  | Contact  |
|---|--|--|
| I VENEZIA 02                                    | Area Didattica e Servizi agli<br>Studenti<br>Front Office<br>Ms Piera TERONE | <a href="mailto:front-office@iuav.it">front-office@iuav.it</a><br>S. Croce 601, Campo de la lana<br>30135 Venezia - ITALIA |
| F REIMS 01                                      | Mission Handicap<br>Ms. Amélie BAILLAT                                       | <a href="mailto:amelie.baillat@univ-reims.fr">amelie.baillat@univ-reims.fr</a><br>+33 (0)3 26 91 81 00                     |



## L. Information

### Grading and credit systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>4</sup>. The statistical distribution will be available on the website of the receiving institution or provided by the Institutions. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

| Receiving institution<br>[Erasmus code or city] | Grading and credit information  |            |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
|---|---|------------|--------------------------|------|---|-----------|---------|---|-----------|---------|---|------|---------|---|--------------|---------|---|------------|---------|----|--------------|------|---|--------|------|-------|--|--|
| I VENEZIA 02                                    | <p>At IUAV statistical distribution of grades - as following the European Credit Transfer System guidelines - is provided within the Transcript of Records.</p> <p>At IUAV students are graded - following the Italian Research and Education Ministry rules - on a scale from 1 to 30 where 18/30 is the minimum mark to pass an examination and 30/30 is the maximum mark. A "cum laude" added to the maximum grade (30/30 e lode) is a sign of special distinction.</p> <p>Sometimes "Idoneità" is awarded instead of a mark to indicate that the requirements for a particular subject have been fulfilled and the examination passed (usually short workshops have this grade).</p> <p>At IUAV to obtain degree students are graded on a scale from 1 to 110 where 66/110 is the minimum mark to pass the final exam and 110/110 is the maximum mark. A "cum laude" added to the maximum grade (110/110 e lode) is a sign of special distinction.</p> <p>1 ECTS credit corresponds to 1 CFU that is 25 hours: 10 hours lectures and 15 hours of individual work.</p> |            |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| F REIMS 01                                      | <table border="1"> <thead> <tr> <th>ECTS GRADE</th> <th>GRADING SYSTÈME IN WORDS</th> <th>MARK</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>18 - 20</td> </tr> <tr> <td>B</td> <td>Very good</td> <td>16 - 18</td> </tr> <tr> <td>C</td> <td>Good</td> <td>14 - 16</td> </tr> <tr> <td>D</td> <td>Satisfactory</td> <td>12 - 14</td> </tr> <tr> <td>E</td> <td>Sufficient</td> <td>10 - 12</td> </tr> <tr> <td>FX</td> <td>Insufficient</td> <td>&lt; 10</td> </tr> <tr> <td>F</td> <td>Failed</td> <td>&lt; 10</td> </tr> <tr> <td>Blank</td> <td></td> <td></td> </tr> </tbody> </table> <p>More information: <a href="http://www.univ-reims.fr/international/gallery_files/site/1/4621/15780/25747.pdf">http://www.univ-reims.fr/international/gallery_files/site/1/4621/15780/25747.pdf</a> (in French)</p> <p>1 ECTS credit corresponds to 30 hours between lectures and individual work</p>   | ECTS GRADE | GRADING SYSTÈME IN WORDS | MARK | A | Excellent | 18 - 20 | B | Very good | 16 - 18 | C | Good | 14 - 16 | D | Satisfactory | 12 - 14 | E | Sufficient | 10 - 12 | FX | Insufficient | < 10 | F | Failed | < 10 | Blank |  |  |
| ECTS GRADE                                      | GRADING SYSTÈME IN WORDS  | MARK       |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| A   | Excellent   | 18 - 20    |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| B   | Very good   | 16 - 18    |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| C   | Good  | 14 - 16    |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| D   | Satisfactory  | 12 - 14    |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| E   | Sufficient  | 10 - 12    |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| FX  | Insufficient  | < 10       |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| F   | Failed  | < 10       |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |
| Blank   |   |            |                          |      |   |           |         |   |           |         |   |      |         |   |              |         |   |            |         |    |              |      |   |        |      |       |  |  |

<sup>4</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Students will have the same rights and obligations as degree students in the respective institutions. During the mobility, students will be responsible for covering the travel costs to the host country and living costs during their stay, including accommodation, books, equipment, consumables, language tuition prior to the commencement of coursework (where necessary), health and travel insurance, student union fee (if applicable) and other personal expenses arising from the exchange. Students participating in the Programme will be entitled to participate in any introductory programme that may customarily be arranged for international students at the host institution.

### 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<br>[Erasmus code or city]  | Contact details<br>(e-mail, phone)  | Website for information   |
|--|---|---|
| <p>I VENEZIA 02</p> <p>Only for not European students before departure towards Italy, students must ask information to Italian Embassy in their home Country</p> <p>If you are requesting a permit to stay for study purposes: make your request at the Immigration Office (<i>Sportello unico per l'Immigrazione</i>) at the Questura (Police Headquarters) where you make your request for entry and living (<i>domanda di ingresso</i>) to/in Italy. Foreign citizens asking for their permit to stay to be issued or renewed will also be issued with a Tax Code (via the Tax Register website).</p> | <p>Polizia di Stato -<br/>           Questura – Ufficio</p> <p>toll-free number +39<br/>           800 309309 (in<br/>           English)</p> | <p><a href="http://www.esteri.it/visti/index_eng.asp">http://www.esteri.it/visti/index_eng.asp</a> (in English)</p> <p><a href="http://www.portaleimmigrazione.it">http://www.portaleimmigrazione.it</a> (in Italian)</p> <p>more info for the Tax Code:<br/> <a href="http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm">http://www1.agenziaentrate.gov.it/inglese/italian_taxation/tax_code.htm</a></p> |
| <p>F REIMS 01</p>  | <p>priscilla.ebaka@univ-reims.fr</p> <p>dri@univ-reims.fr</p>   | <p><a href="http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/formalites-d-entree-en-france/">http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/formalites-d-entree-en-france/</a></p> <p><a href="http://www.campusfrance.org/fr/rubrique/preparer-son-sejour">http://www.campusfrance.org/fr/rubrique/preparer-son-sejour</a></p>   |

### 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 [Erasmus code or city] | Recommendation   | Contact details (e-mail, phone)  | Website for information  |
|------------------------------------|--|--|--|
| I VENEZIA 02                       | Non-EU citizens are required to take out private medical and health insurance before leaving their home country and to obtain a consular declaration regarding its validity in Italy. However, IUAV provides for accidents and damage insurance during the academic activities of outbound and incoming student/staff. | <a href="mailto:servizi.generali@iuav.it">servizi.generali@iuav.it</a>   | <a href="http://www.iuav.it/studenti/servizi-e-/polizza-as/index.htm">http://www.iuav.it/studenti/servizi-e-/polizza-as/index.htm</a><br>(in Italian)  |
| F REIMS 01                         | Non-EU citizens are required to take out private medical and health insurance. They will be required to pay for the student social security plan at URCA. They need to take out a civil responsibility insurance policy for the duration of the academic semester / year at URCA.                                      | Ms Priscilla Ebaka<br><a href="mailto:priscilla.ebaka@univ-reims.fr">priscilla.ebaka@univ-reims.fr</a><br><br><a href="mailto:dri@univ-reims.fr">dri@univ-reims.fr</a> | <a href="http://www.univ-reims.fr/media-files/urca-guide-international-1617-anglais,825.pdf">http://www.univ-reims.fr/media-files/urca-guide-international-1617-anglais,825.pdf</a><br><br><a href="http://www.univ-reims.fr/media-files/urca-guide-international-1617-francais,827.pdf">http://www.univ-reims.fr/media-files/urca-guide-international-1617-francais,827.pdf</a> |

## 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 or city]  | Contact details (e-mail, phone)  | Website for information   |
|---|--|---|
| I VENEZIA 02<br>For accommodation incoming students must arrange well in advance themselves with hostels or private apartments. | Esu Venezia:<br><a href="mailto:claudia.grespi@esuvenezia.it">claudia.grespi@esuvenezia.it</a><br><br>Venice hostel:<br><a href="mailto:info@ostellovenezia.it">info@ostellovenezia.it</a> | Esu Venezia web page:<br><a href="http://www.esuvenezia.it/">http://www.esuvenezia.it/</a><br>Easy Stanza web page:<br><a href="http://www.easystanza.it/?l=1">http://www.easystanza.it/?l=1</a><br>Venice hostel:<br><a href="http://www.hostelvenice.org/">http://www.hostelvenice.org/</a> |
| F REIMS 01<br>For accommodation, incoming students must arrange well in advance themselves with hostels or private apartments.  | Ms Priscilla Ebaka<br><a href="mailto:priscilla.ebaka@univ-reims.fr">priscilla.ebaka@univ-reims.fr</a><br><br><a href="mailto:dri@univ-reims.fr">dri@univ-reims.fr</a>                     | <a href="http://www.crous-reims.fr/logements/faire-une-demande-de-logement-les-differents-cas/">http://www.crous-reims.fr/logements/faire-une-demande-de-logement-les-differents-cas/</a>   |

APPENDIXES

APPENDIX A – Provisional Study Plan

APPENDIX B – Tentative Timeframe

APPENDIX C – Coordinators of the Dual Degree

**SIGNATURES OF THE INSTITUTIONS (Legal Representatives)**

**UNIVERSITÉ DE REIMS CHAMPAGNE-  
ARDENNE**

**UNIVERSITÀ IUAV DE VENEZIA**

\_\_\_\_\_  
Guillaume GELLÉ, Président

\_\_\_\_\_  
Alberto FERLENGA, Rector

Date \_\_\_\_\_

Date \_\_\_\_\_

APPENDIX A

**PROVISIONAL STUDY PLAN**  
**(it will be updated within July 2019)**

**URCA STUDENTS GOING TO IUAV**

**IUAV STUDENTS GOING TO URCA**

**First year (URCA)**

**First year (IUAV)**

| Code   | Title  | Sem.            | ECTS |
|--|--|-----------------|------|
| Acteurs et outils de l'urbanisme et de l'aménagement           |  |                 |      |
|  | Acteurs et gouvernance de l'urbanisme et de l'aménagement            | 1 <sup>st</sup> | 3    |
|  | Droit de l'urbanisme et de l'aménagement                             | 1 <sup>st</sup> | 3    |
|  | Planification, projet de territoire et plans d'urbanisme             | 1 <sup>st</sup> | 2    |
| Approches socio-économiques de l'urbanisme et de l'aménagement |  |                 |      |
|  | Dynamiques socio-territoriales                                       | 1 <sup>st</sup> | 3    |
|  | Economie urbaine et régionale  | 1 <sup>st</sup> | 3    |
| Politiques environnementales                                   |  |                 |      |
|  | Politiques environnementales et développement durable                | 1 <sup>st</sup> | 3    |
|  | Droit de l'environnement   | 1 <sup>st</sup> | 3    |
| Pratiques et concepts de l'urbanisme et de l'aménagement       |  |                 |      |
|  | Théories et histoire de l'urbanisme et de l'aménagement              | 1 <sup>st</sup> | 3    |
|  | Politique de la ville et du logement                                 | 1 <sup>st</sup> | 2    |
|  | Conduite et gestion de projet  | 1 <sup>st</sup> | 2    |
| La boîte à outils de l'aménageur 1                             |  |                 |      |
|  | Cartographie aujourd'hui, langages spatiaux et sémiologie graphique. | 1 <sup>st</sup> | 2    |
|  | Anglais  | 1 <sup>st</sup> | 1    |
| Urbanisme opérationnel   |  |                 |      |
|  | Fiscalités locales et marchés publics                                | 2 <sup>nd</sup> | 3    |
|  | Urbanisme opérationnel et maîtrise foncière                          | 2 <sup>nd</sup> | 3    |
|  | Montage financier d'opération  |                 | 2    |
|  | Evaluation des opérations d'aménagement                              | 2 <sup>nd</sup> | 2    |
| Aménagement durable  |  |                 |      |

| Code   | Subject   | Curriculum                                  | Mand. | Sem.            | ECTS |
|--------|---|---|-------|-----------------|------|
| G75001 | Public policies project-work                        | Common                                      | Y     | 1 <sup>st</sup> | 12   |
| G75002 | Planning and evaluation                             | Common                                      | Y     | 1 <sup>st</sup> | 6    |
| G75003 | Urban and environmental planning law                | Common                                      | Y     | 1 <sup>st</sup> | 6    |
| G75010 | Transportation planning                             | Nuove tecnologie per la pianificazione      | Y     | 1 <sup>st</sup> | 6    |
| G75011 | Energy and land use planning                        | Nuove tecnologie per la pianificazione      | Y     | 1 <sup>st</sup> | 6    |
| G75026 | Regional economic development                       | Nuove tecnologie per la pianificazione      | Y     | 1 <sup>st</sup> | 6    |
| G75010 | Transportation planning                             | Pianificazione della città e del territorio | Y     | 1 <sup>st</sup> | 6    |
| G75026 | Regional economic development                       | Pianificazione della città e del territorio | Y     | 1 <sup>st</sup> | 6    |
| G75004 | Environmental economics and policy                  | Pianificazione e politiche per l'ambiente   | Y     | 1 <sup>st</sup> | 6    |
| G75011 | Energy and land use planning                        | Pianificazione e politiche per l'ambiente   | Y     | 1 <sup>st</sup> | 6    |
| G75043 | Understanding eu polices, seminars and project work | Common                                      | N     | 1 <sup>st</sup> | 6    |
| G75007 | Urban planning and design studio 1                  | Nuove tecnologie per la pianificazione      | Y     | 2 <sup>nd</sup> | 12   |
| G75008 | Environmental planning studio                       | Nuove tecnologie per la pianificazione      | Y     | 2 <sup>nd</sup> | 12   |

|   |   |                 |   |
|---|---|-----------------|---|
|   | Gestion des ressources et énergies renouvelables  | 2 <sup>nd</sup> | 3 |
|   | Transports et mobilités durables/ La mobilité comme bien public.                              | 2 <sup>nd</sup> | 3 |
|   | Approches environnementales des territoires : ville durable et actions locales climat-énergie | 2 <sup>nd</sup> | 2 |
| Le projet urbain et le projet d'aménagement |   |                 |   |
|   | Paysage, projet urbain et forme urbaine   | 2 <sup>nd</sup> | 2 |
|   | Atelier d'initiation à la pratique du projet  | 2 <sup>nd</sup> | 3 |
|   | Diagnostic (Urbanisme contemporain, Repenser le diagnostic et le projet)                      | 2 <sup>nd</sup> | 3 |
| La boîte à outils de l'aménageur 2          |   |                 |   |
|   | Infographie-SIG   | 2 <sup>nd</sup> | 2 |
|   | Préparation au stage et insertion professionnelle   | 2 <sup>nd</sup> | 2 |

|        |   |   |   |                 |    |
|--------|---|---|---|-----------------|----|
| G75007 | Urban planning and design studio 1                              | Pianificazione della città e del territorio | Y | 2 <sup>nd</sup> | 12 |
| G75008 | Environmental planning studio                                   | Pianificazione e politiche per l'ambiente   | Y | 2 <sup>nd</sup> | 12 |
| G75033 | Geographical information systems for planning and urban design  | Common                                      | Y | 2 <sup>nd</sup> | 6  |
| G75035 | Environmental monitoring ICT for territorial and urban planning | Nuove tecnologie per la pianificazione      | Y | 2 <sup>nd</sup> | 6  |
| G75036 | App and web mobile for governance of the territory              | Nuove tecnologie per la pianificazione      | Y | 2 <sup>nd</sup> | 6  |
| G75006 | Sociology   | Pianificazione della città e del territorio | Y | 2 <sup>nd</sup> | 6  |
| G75040 | Theory and practice of territorial planning                     | Pianificazione della città e del territorio | Y | 2 <sup>nd</sup> | 6  |
| G75006 | Sociology   | Pianificazione e politiche per l'ambiente   | Y | 2 <sup>nd</sup> | 6  |
| G75040 | Theory and practice of territorial planning                     | Pianificazione e politiche per l'ambiente   | Y | 2 <sup>nd</sup> | 6  |
| G75027 | Logistics and supply chain management                           | Common                                      | N | 2 <sup>nd</sup> | 6  |
| G75041 | Planning theories and practices in european and chinese cities  | Common                                      | N | 2 <sup>nd</sup> | 6  |
| G75042 | Spatial planning and design for climate change                  | Common                                      | N | 2 <sup>nd</sup> | 6  |
| G75044 | Planning urban metabolism: food, water, energy                  | Common                                      | N | 2 <sup>nd</sup> | 6  |

### Second year (IUAV)

### Second year (URCA)

| Code   | Subject                            | Curriculum                             | Mand. | ECTS |
|--------|------------------------------------|--|-------|------|
| G75012 | Urban planning and design studio 2 | Common                                 | Y     | 12   |
| G75032 | Remote sensing                     | Nuove tecnologie per la pianificazione | Y     | 6    |

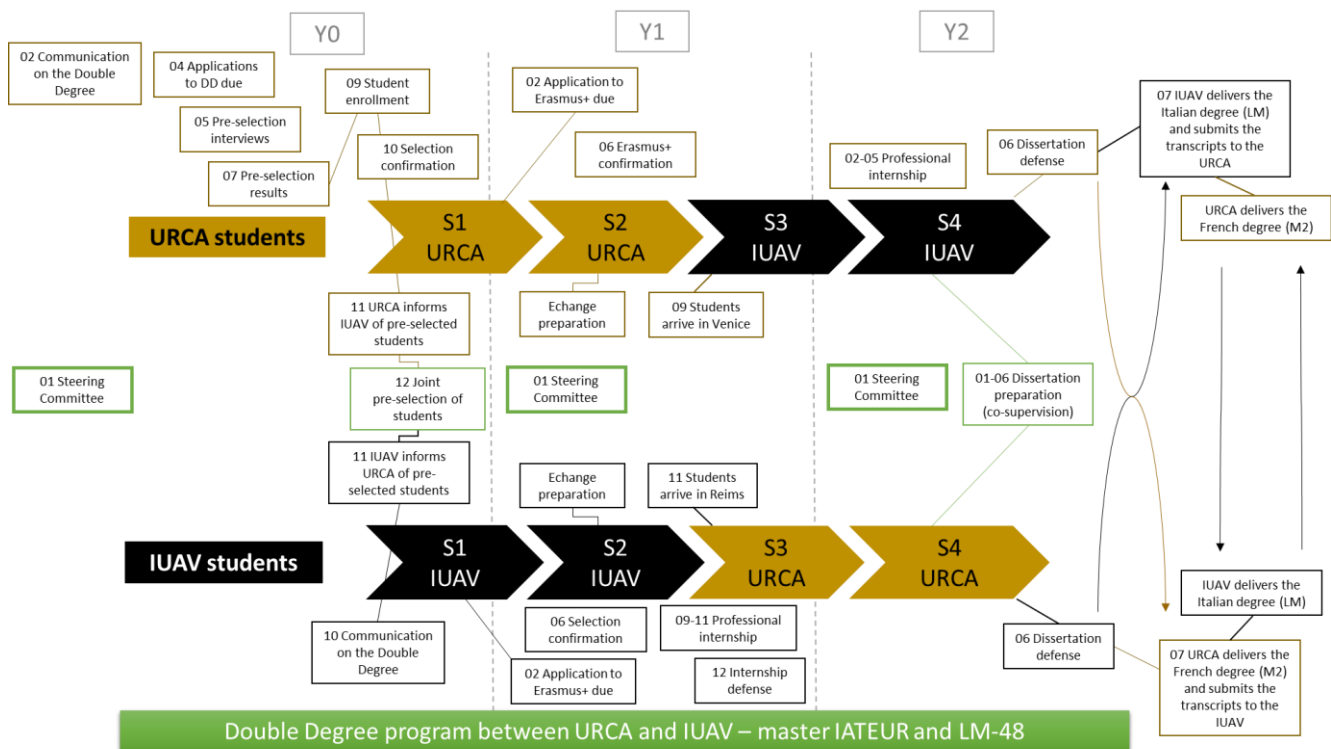
| Code  | Title   | Sem.            | ECTS |
|---|---|-----------------|------|
| Thematic specialization: 2 groups according to the desired specialization |   |                 |      |
|   | Urbanisme temporel et approche chronotopique de la ville            | 3 <sup>rd</sup> | 9    |
|   | OR Urbanisme en campagne : reconfiguration des espaces agro-urbains | 3 <sup>rd</sup> | OR 9 |

|        |  |   |   |    |   |  |                 |    |
|--------|--|---|---|----|---|--|-----------------|----|
| G75014 | Nature conservation and environmental design | Pianificazione della città e del territorio | Y | 6  | Atelier professionnel 1   |  |                 |    |
| G75014 | Nature conservation and environmental design | Pianificazione e politiche per l'ambiente   | Y | 6  |   | Atelier professionnel sur commande réelle (groupes de 5 à 8 étudiants)       | 3 <sup>rd</sup> | 9  |
|        | Projects for ecosystem services in cities    | Common                                      | Y | 6  | Stage professionnel   |  |                 |    |
|        | Optional courses                             |   | Y | 12 |   | Stage professionnel de 3 mois minimum  | 3 <sup>rd</sup> | 12 |
| G75025 | Internship                                   | Common                                      | Y | 12 | Enjeux contemporains de l'urbanisme et de l'aménagement durable |  |                 |    |
| G75022 | Final exam                                   | Common                                      | Y | 12 |   | Acteurs et Métiers de l'urbanisme durable                                    | 4 <sup>th</sup> | 3  |
|        |  |   |   |    |   | Approche théorique et critique des smart cities et des politiques numériques | 4 <sup>th</sup> | 2  |
|        |  |   |   |    | Recherche en urbanisme et en aménagement                        |  |                 |    |
|        |  |   |   |    |   | Paysage de la recherche en urbanisme et en aménagement                       | 4 <sup>th</sup> | 2  |
|        |  |   |   |    |   | Mémoire de recherche en urbanisme et en aménagement                          | 4 <sup>th</sup> | 6  |
|        |  |   |   |    | Atelier professionnel 2   |  |                 |    |
|        |  |   |   |    |   | Atelier professionnel sur commande réelle                                    | 4 <sup>th</sup> | 8  |
|        |  |   |   |    | La boîte à outil de l'aménageur 3                               |  |                 |    |
|        |  |   |   |    |   | Anglais professionnel  | 4 <sup>th</sup> | 2  |
|        |  |   |   |    |   | Heuristique de l'urbanisme et de l'aménagement                               | 4 <sup>th</sup> | 2  |
|        |  |   |   |    | Voyage d'études   |  |                 |    |
|        |  |   |   |    |   | Préparation et voyage d'étude  | 4 <sup>th</sup> | 3  |
|        |  |   |   |    |   | Rendu et valorisation  | 4 <sup>th</sup> | 2  |

APPENDIX B

**TENTATIVE TIMEFRAME**

(first two cohorts)



| Month | From URCA C1                               | From IUAV C1                               | From URCA C2 | From IUAV C2 | Joint Activities     |
|-------|--|--|--------------|--------------|----------------------|
| 01/Y0 |  |  |              |              | Bilateral commission |
| 02/Y0 | Communication on the double degree         |  |              |              |                      |
| 03/Y0 |  |  |              |              |                      |
| 04/Y0 | Applications to DD due                     |  |              |              |                      |
| 05/Y0 | Pre-selection interviews                   |  |              |              |                      |
| 06/Y0 |  |  |              |              |                      |
| 07/Y0 | Pre-selection results                      |  |              |              |                      |
| 08/Y0 |  |  |              |              |                      |
| 09/Y0 | Student enrollment                         | Communication on the double degree         |              |              |                      |
| 10/Y0 | Selection confirmation                     |  |              |              |                      |
| 11/Y0 | URCA informs IUAV of pre-selected students | IUAV informs URCA of pre-selected students |              |              |                      |



| Month | From URCA C1  | From IUAV C1   | From URCA C2                               | From IUAV C2                               | Joint Activities                |
|-------|---|--|--|--|---------------------------------|
| 12/Y0 |   |  |  |  | Joint pre-selection of students |
| 01/Y1 |   |  |  |  | Bilateral commission            |
| 02/Y1 | Application to Erasmus+ due   | Application to Erasmus+ due  | Communication on the double degree         |  |                                 |
| 03/Y1 |   |  |  |  |                                 |
| 04/Y1 | Confirmation of Erasmus+ scholarships                                 |  | Applications to DD due                     |  |                                 |
| 05/Y1 | Exchange preparation  |  | Pre-selection interviews                   |  |                                 |
| 06/Y1 | Exchange preparation  | Confirmation of student selection                                    |  |  |                                 |
| 07/Y1 |   | Exchange preparation   | Pre-selection results                      |  |                                 |
| 08/Y1 |   |  |  |  |                                 |
| 09/Y1 | Students arrive in Venice (end)                                       | Professional internship (3 months)                                   | Student enrollment                         | Communication on the double degree         |                                 |
| 10/Y1 |   |  | Selection confirmation                     |  |                                 |
| 11/Y1 |   | Students arrive in Reims (end)                                       | URCA informs IUAV of pre-selected students | IUAV informs URCA of pre-selected students |                                 |
| 12/Y1 |   | Internship defence   |  |  | Joint pre-selection of students |
| 01/Y2 |   |  |  |  | Bilateral commission            |
| 02/Y2 |   |  | Application to Erasmus+ due                | Application to Erasmus+ due                |                                 |
| 03/Y2 | Professional internship (3 months)                                    |  |  |  |                                 |
| 04/Y2 |   |  | Confirmation of Erasmus+ scholarships      |  |                                 |
| 05/Y2 | Dissertation preparation  | Dissertation preparation   | Exchange preparation                       |  | Co-supervision                  |
| 06/Y2 | Dissertation defence  | Dissertation defence   | Exchange preparation                       | Confirmation of student selection          | Joint defence committees        |
| 07/Y2 | IUAV delivers Italian degree (LM) and submits the transcripts to URCA | URCA delivers French degree (M2) and submits the transcripts to IUAV |  | Exchange preparation                       |                                 |
| 08/Y2 |   |  |  |  |                                 |
| 09/Y2 | URCA delivers the French degree (M2)                                  | IUAV delivers the Italian degree (LM)                                | Students arrive in Venice (end)            | Professional internship (3 months)         |                                 |
| 10/Y2 |   |  |  |  |                                 |
| 11/Y2 |   |  |  | Students arrive in Reims (end)             |                                 |
| 12/Y2 |   |  |  | Internship defence                         | Joint pre-selection of students |

## APPENDIX C

### DUAL DEGREE COORDINATORS

Each partner university designates the following coordinators and their substitutes for the Dual Degree:

- For URCA: Jon Marco Church ([jon-marco.church@univ-reims.fr](mailto:jon-marco.church@univ-reims.fr))  
substitute: Céline Burger ([celine.burger@univ-reims.fr](mailto:celine.burger@univ-reims.fr))
- For IUAV: Francesco Musco ([francesco.musco@iuav.it](mailto:francesco.musco@iuav.it))
- substitute: Denis Maragno ([denis.maragno@iuav.it](mailto:denis.maragno@iuav.it))

The institutions can change the coordinators in charge of the Dual Degree. In this event, a notice must be sent to the other party in a reasonable short time.