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OGGETTO: Memorandum of Understanding relativo al progetto di accompagnamento interculturale "Connect 2.0 – Intercultural Learning Network 4 Europe", finanziato da Erasmus+, progetto n.2015-2-DE04 – KA205-012981, coordinato per l'Ateneo dal prof. Claus Ehrhardt del DISCUI

N. o.d.g.: 09/01	Rep. n. 25/2016	Prot. n. 2381	UOR: Servizio Ricerca e Relazioni internazionali
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Nominativo	F	C	A	As
Vilberto STOCCHI	X			
Giovanni Battista BERLONI				X
Francesca CAPODAGLI				X
Mauro PAPALINI	X			
Angela GIALONGO	X			
Stefano PAPA	X			

Nominativo	F	C	A	As
Luciano STEFANINI	X			
Luciana VALLORANI	X			
Michele BUFFALINI	X			
Giuseppe DE LORENZO	X			
Chiara SISTI	X			

Legenda: (F - Favorevole) - (C - Contrario) - (A - Astenuto) - (As - Assente)

Partecipano il Pro-Rettore Vicario Prof. Giorgio Calcagnini e il Direttore Generale Dott. Alessandro Perfetto.

Collegio dei Revisori dei conti			
Nome	Pres.	Ass.g.	Ass.
Dott.ssa Maria Luisa DE CARLI, Presidente		X	
Dott.ssa Gerardina MAIORANO		X	
Dott. Vincenzo GALASSO	X		

Il Consiglio di Amministrazione

- Visto lo Statuto della Università degli Studi di Urbino Carlo Bo emanato con Decreto Rettorale n. 138/2012 del 2 aprile 2012, pubblicato sulla Gazzetta Ufficiale Repubblica Italiana – Serie Generale del 16 aprile 2012 n. 89;
- Considerato che il progetto Connect 2.0 – Intercultural Learning Network 4 Europe è stato approvato dall'Unione Europea nell'ambito del programma Erasmus +, progetto No. 2015-2-E04-KA205-012981;
- Vista la delibera n. 41/2015 del Consiglio del Dipartimento di DI SCIENZE DELLA COMUNICAZIONE, STUDI UMANISTICI E INTERNAZIONALI: STORIA, CULTURE, LINGUE, LETTERATURE, ARTI, MEDIA (DISCUI) del 9 dicembre 2015;
- Considerato che per poter realizzare il progetto è necessario che tutti i partner stipulino un memorandum of understanding;
- Sentito il Direttore Generale;

DELIBERA

di approvare il Memorandum of Understanding relativo al progetto di accompagnamento interculturale "**Connect 2.0 – Intercultural Learning Network 4 Europe**", finanziato da Erasmus+, progetto n.2015-2-DE04 – KA205-012981, coordinato per il nostro Ateneo dal prof. Claus Ehrhardt del DISCUI, nel testo sotto riportato:

**Memorandum of Understanding
Connect 2.0 – Intercultural Learning Network 4 Europe**



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Funded by Erasmus+ No. 2015-2-DE04-KA205-012981

Preamble

The basis for this document is the application form. The contract between the National Agency and InterCultur gGmbH is binding to the consortium.

1. Project Team

The partners will set up a project team and nominate one, maximum two persons from each organization to represent them there.

These persons are:

InterCultur gGmbH:

Manuel Gerstner
Britt Slopianka

AFS Interkulturelle Begegnungen e.V.:

Sören Kiel

Haaga-Helia University of Applied Sciences:

Dr. Sirpa Holmström
Katri Salmi

Friedrich-Schiller-Universität Jena:

Prof. Dr. Jürgen Bolten

Karlshochschule International University:

Prof. Dr. Francisco Javier Montiel Alafont
Dr. Jutta Walz

University of Limerick:

Dr. Gisela Holfter
Maria Rieder

University Fernando Pessoa:

Dr. Nadine Rombert Trigo

Adam Mickiewicz University in Poznań:

Dr. Maciej Mackiewicz
Dr. Sebastian Chudak

University of Urbino:

Prof. Dr. Claus Erhardt

University of Vic – Central University of Catalonia:

Dr. Lucrecia Keim
Ángel Custodio Raluy Alonso



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These are the names for now. If changes are made, the project partners will be informed. If staff dedicated to the project changes within a partner institution, the respective institution is to ensure proper knowledge transfer between individuals granting a smooth ongoing project management process for all partners.

2. Communication

2.1 Project Management Tool

The main online communication will take place over an online collaboration tool. In order to keep all team members informed at all times, all partners are encouraged to upload and share all relevant information on the project management tool.

The platform will be used to:

- Organize team work and responsibilities
- Communicate events
- Upload documents
- Share ideas, best-practice projects
- Discuss drafts

Log-in information for the project management tool will be shared with all members and InterCultur will consult on using the features.

2.2 Telephone conferences (Telcos)

Telcos will be held every other month over Skype. All members are asked to turn off the cameras and micros (if not speaking) to secure the line.

The draft agenda will be uploaded to the project management tool (see 2.1) before the telco. Every team member is encouraged to comment on the draft. The project coordinator will send an e-mail reminder to the consortium one day before the telco. Minutes of each telco will also be uploaded to the project management tool after the telco.

2.3. Transnational Project Meetings

Within the course of the 36-months duration of the project, five transnational project meetings are foreseen. On the one hand these serve to lay the foundation for personal connection amongst the project team. On the other hand they are the place for collecting experiences within the project, common exchange about difficulties and obstacles that might be encountered, the finding of solutions to address these as well as the planning and implementation of the coming steps.

Participants of these meetings will be the above mentioned one to two representatives from each partner organization that work on the project throughout its duration. Participation in the meetings is obligatory. If a team member is not able to join the meeting, project partners must be informed as soon as possible and a substitute person from the partner organization must be nominated and send to the meeting.

The first transnational project meeting was already held in Hamburg in October 2015. The second meeting will take place in April 2016, the third meeting June/July 2017, the fourth meeting in April/May 2018, and the fifth meeting in July/August 2018. The exact dates for the next transnational meeting will always be set during the respective preceding meeting.



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A draft agenda will be uploaded to the project management tool by the project coordinator before the meeting. All team members are invited to add and comment on the draft.

Each partner organization agrees to potentially host a transnational project meeting. As a host, partner organizations have to organize accommodation, a conference room, and catering for all participants of the transnational meetings. Costs for hosting a transnational project meeting will be reimbursed by InterCultur gGmbH (see 6. Budget).

Travel costs for participating in the transnational project meetings will be reimbursed to the partners by InterCultur after receiving the respective receipts.

Minutes of each transnational project meeting will be uploaded to the project management tool after the meetings.

3. Work Division and responsibilities

3.1. Division of Work and Responsibility for Outputs

The preliminary division of work was determined at the first transnational project meeting. 9 Work packages were defined and project partners decided on the allocation of their resources. This division may change throughout the duration of the project, but serves as a reference for the time being. Project partners are responsible for the on time completion of their work package and product. The consortium will jointly agree on the deadlines for the completion of the products. Every organization is responsible for the quality of his or her product. All partners agree to deliver the products to the highest quality standards and are willing to amend the product if the consortium is not satisfied.

The responsibilities are as follows:

- 01 Overall Learning Concept/Curriculum:
 - Adam Mickiewicz University in Poznań
 - Friedrich-Schiller-Universität Jena (**Head**)
 - Haaga-Helia University of Applied Sciences
 - InterCultur gGmbH (**Head**)
 - Karlshochschule International University
 - University of Limerick
 - University of Urbino
 - University of Vic – Central University of Catalonia
- 02 e-learning platform/Experience map:
 - AFS Interkulturelle Begegnungen e.V.
 - Friedrich-Schiller-Universität Jena (**Head**)
 - InterCultur gGmbH
 - Karlshochschule International University
 - University of Limerick (**Head**)
 - University of Urbino
 - University of Vic – Central University of Catalonia (**Head**)
- 03 Manual Mentoring Program:
 - Adam Mickiewicz University in Poznań



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- University Fernando Pessoa
 - Haaga-Helia University of Applied Sciences **(Head)**
 - InterCultur gGmbH
- 04 Face-to-Face Orientation:
 - AFS Interkulturelle Begegnungen e.V.
 - Haaga-Helia University of Applied Sciences
 - InterCultur gGmbH **(Head)**
 - Karlshochschule International University
 - University of Limerick **(Head)**
 - University of Urbino **(Head)**
- 05 Certification Method:
 - Adam Mickiewicz University in Poznań **(Head)**
 - AFS Interkulturelle Begegnungen e.V.
- 06 Pre-Research
 - University Fernando Pessoa
 - Friedrich-Schiller-Universität Jena
 - Haaga-Helia University of Applied Sciences
 - University of Urbino **(Head)**
- 07 Quality Assurance Measure Results:
 - InterCultur gGmbH
 - Karlshochschule International University **(Head)**
 - University of Vic – Central University of Catalonia
- 08 Dissemination:
 - University Fernando Pessoa
 - InterCultur gGmbH **(Head)**
 - University of Limerick
- 09 Manual Multipliers Program:
 - Adam Mickiewicz University in Poznań
 - AFS Interkulturelle Begegnungen e.V.
 - InterCultur gGmbH **(Head)**

InterCultur gGmbH will be the coordinating institution of the project and be responsible for the overall project management for the entire duration of the project.

3.4. Responsibility for Pilot Runs

Each university partner in the project is responsible to run two pilots with 10 students each. AFS Interkulturelle Begegnungen e.V. is responsible to run one pilot with 20 volunteers.

4. Public Relations and Dissemination of Work

4.1. Public Relations

All partners are obliged to incorporate the project into their usual public relations as well as to promote the project in the media (local, national, international; on- and offline).

4.2. Responsibility for Dissemination Events

Each partner organization is responsible for organizing at least 5 (internal or external) dissemination events. These may also be conferences at which the respective partner presents the project.



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5. Reporting

5.1. External Reporting

A progress report needs to be handed in to the National Agency by March 31, 2017. The final report to the National Agency will be handed in no later than October 30th, 2018. These reports must be submitted by the coordinating institution and incorporate all information about the project. On the basis of that report, the National Agency will decide whether the remaining 20 per cent of the budget will be paid to the project.

The National Agency is aiming for a close monitoring of the project. InterCultur gGmbH is asked to report informally on the project on a regular basis.

All project partners agree to submit needed documents in due time to InterCultur in order to submit the mentioned reports to the National Agency.

5.2. Internal Reporting

As the coordinating institution, InterCultur gGmbH is responsible for the project reporting to the financing institution (the National Agency). In order to ensure the success of the project, the coordinator is asking for regular progress reports of the partner organizations (every three months, starting January 2016). Templates for reports can be found on the project management tool. All reports shall be uploaded to the tool and duly signed by authorized personnel of the organization. The reports are internal; however, information about public relations and general progress will be forwarded to the National Agency. These reports shall highlight the progress made by each partner. The reports shall contain the following:

- Resources used: Documentation of working days/hours on each intellectual output.
- Public Relations: Copies of media reports of the project, publications on the internet, pictures of events, outreach on social media (if applicable)
- Risks and issues: Documentation of risks and issues faced.

5.2.1 Reports on Pilot Runs

After each Pilot run, a report is required from the partners including an attendance list of face to face workshop participants. The lists shall be attached to the report together with pictures and a media report if applicable. Templates can be found on the project management tool. The reports and the attendance lists shall be uploaded to the tool latest one month after completion of the respective event.

5.2.2 Report on Intellectual Outputs

With the completion of an intellectual output, the responsible partner will hand in a report. The template can be found in the project management tool. The report shall further contain:

- An overview of the total hours worked on the product (template to be provided by InterCultur gGmbH)
- Pictures/documentation of the product

Individual time sheets stating the working hours spent on the respective intellectual output will be sent to InterCultur together with the regular internal reporting (see 5.2).

6. Budget

6.1. Distribution of budget



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InterCultur gemeinnützige GmbH and University of Urbino agree to the following budget distribution.

6.1.1 Transnational Project meetings

In total, 5 Transnational Project meetings will take place throughout the project duration. Travel costs for participating in the transnational project meetings for up to two individuals from University of Urbino will be reimbursed by InterCultur after the meetings upon receiving the respective receipts.

Expenses related to accommodation, conference rooms, and catering will be covered by the respective host of the event.

If University of Urbino acts as host for one of the transnational project meetings, InterCultur will reimburse all related costs to accommodation, conference rooms, material, and catering after the event upon receiving the respective invoices. Alternatively, InterCultur can pay certain expenses directly (e.g. hotel, meals) if this is more convenient to University of Urbino and applicable to the respective service provider.

6.1.2 Intellectual outputs

University of Urbino will deliver up to 50 days on intellectual outputs related to the work division (see 3. Work Division and responsibilities).

The daily rate for Teachers/Trainers/Researchers in Italy according to EU policies is set at 214 EUR / day. In total, University of Urbino can receive up to **10.700 EUR** for intellectual outputs.

In case more than 50 days are required in order to finish the deliverables, these work hours cannot be compensated. However, an overall contingency of approx. 10 % was set by all partners in order to compensate if partners needed more than 50 days to finish their work. The decision about the distribution of this contingency to the partners and about the amount must be made by the entire consortium.

The amount of days spent on intellectual outputs needs to be documented with time sheets (see 5.2. Internal Reporting).

6.1.3 Multiplier events

For dissemination of the project results, University of Urbino will either organize at least 5 (internal or external) dissemination events or present the project at conferences. **500 EUR** will be available if at least one of the events is organized at University of Urbino and (intermediate) results are presented.

6.1.4 Training, teaching and learning activities

4 events are planned throughout the project duration:

- 1 training for mentors in partner institutions (e.g. international offices); 2 participants are planned from University of Urbino
- 2 trainings for multipliers; 3 participants are planned from University of Urbino for each one of the events
- 1 training for third party institutions who want to implement the results themselves; 2 participants are planned recruited from University of Urbino



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6.1.4.1 Travel

For these events, travel costs can be reimbursed according to the following distances:

- < 100 km: 0 €
- ≥ 100 km: 275 €
- > 2.000 km: 360 €

Based on the medium travel distance and the total number of maximum 10 participants, up to **2.750 EUR** are available. This sum will be used for reimbursement of travel costs of the individuals directly by InterCultur and hence centrally administered by InterCultur

6.1.4.2 room and board

For these events, lump sums are being paid for room and board at a daily rate of 100 EUR / day / person participating. The trainings are planned with 5 days each, leading to maximum **5.000 EUR** available – depending on the number of participants.

InterCultur will manage the finances for these trainings directly and pay the related costs occurring the the host / organizer of the respective event.

6.1.5 Overview

Position	Maximum funding
Transnational project meetings	Occurring costs will be reimbursed upon the reception of invoices
Intellectual Outputs	10.700 EUR
Multiplier Events	500 EUR
Training, teaching and learning activities	Occurring travel costs will be reimbursed to participants upon the reception of invoices; Expenses for room and board will be transferred to the respective organizer.
Total	11.200 €

6.2. Payments

InterCultur will transfer a first installment of 80 % of the overall budget to University of Urbino 30 days after this agreement becomes effective. **80 %** equal to **8.960 EUR**.

Implying that the project and its report pass the final review by the National Agency, at the latest 60 days after handing in the final report, final payments will be made according to eligible occurred costs. Depending on the number of days worked on intellectual outputs and on the number of participants in training, teaching and learning activities, the final payment will be made by InterCultur to University of Urbino or vice versa.

6.3. Auditing of the European Commission

All partners are responsible for their own bookkeeping and have to ensure that, in case of an audit of the European Commission, all supporting documents are available, accessible and correct according to the national standards valid for each organization.



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7. License for publishing

The consortium agrees to publish the intellectual outputs generated in this project with the license CC-BY-NC-ND. This license allows the partners to share, copy, and redistribute the material in any medium or format for any purpose. The consortium has to ensure that the intellectual outputs are free of charge and accessible for a wide audience. The licensor cannot revoke these freedoms as long as the license term is followed. When sharing the intellectual outputs, appropriate credit must be given to the license holder and it must be indicated if changes were made. If the material is strongly modified, it may not be distributed.

8. Amendments

In addition to this agreement, the general regulations by the National Agency JUGEND für Europa apply. They are attached to this agreement. Currently, they are only available in German, but will be distributed in English once they are available.

Signatures of legal representatives of the organizations

Urbino,

Hamburg,

Il Rettore

University of Urbino

InterCultur gGmbH