

**AGREEMENT TO COLLABORATE  
BETWEEN  
THE UNIVERSITY OF TUSCIA  
AND  
THE UNIVERSITY STUDIES ABROAD CONSORTIUM**

The University of TUSCIA (hereafter TUSCIA) and the University Studies Abroad Consortium (hereafter USAC or the Consortium)

Consider that:

1. TUSCIA and USAC carry out and promote both didactic and scientific activities;
2. TUSCIA and USAC place their activities in an international perspective and they want to make their own educational mission more effective;
3. Both parties share a collaboration and an understanding of mutual objectives;
4. TUSCIA and USAC intend to promote, within the future collaboration, the development of didactic activities aimed at promoting and encouraging exchanges and relations between the parties, in particular, both of them are interested to offer to their own students the maximum exposure to the culture and language of the other side, creating a multicultural formative environment which will better prepare to globalization in action in today world;
5. TUSCIA and USAC have and will continue to have separate administrations and independent organizational structures.

Considering the above listed conditions as integral and essential part of this deed, the parties agree and draw up as follows:

Art. 1 TUSCIA and USAC undertake an exchange of didactic and logistic services, in their mutual interest and that of their students.

Art. 2 TUSCIA and USAC undertake to provide each other with didactic and logistic services equally valued. In case of evident imbalance of the services that are given and received, both parties will agree to a leveling procedure.

Art. 3 An appropriate commission, which represents both parties, will meet every year, or when necessary, at TUSCIA premises to define, according to the requirements of both parties, the quality and the quantity of the services for the following year.

Art. 4 TUSCIA undertakes to provide USAC, compatibly with the other activities carried out in TUSCIA and on the basis of what was agreed between them, the following services:

- a) Use of classrooms and of supplementary didactic equipment upon request;

- b) Use of rooms used as offices and for USAC students (University of Tuscia Rectorate in via S. Maria in Gradi 4, 01100 Viterbo, ground floor, rooms n. 17, 18, 19);
- c) Use of TUSCIA basic services available;
- d) Use of local telephone lines, internet access, electricity, heating;
- e) USAC students will abide by the University of TUSCIA rules and regulations;
- f) USAC will assure that its students have a proper health insurance, with medical evacuation and repatriations of remains;
- g) Access for USAC students with a good knowledge of Italian language to individual undergraduate courses offered at TUSCIA;
- h) Access for USAC students to library, computer labs (whenever it is not used for class), study areas and to CUS Viterbo sport complexes, obtaining the necessary student identification card ( fee to be paid by student),
- i) as per the agreement between TUSCIA and CUS;
- j) On USAC request TUSCIA will propose faculty members and field experts as candidates to teach one or more USAC program courses;
- k) USAC will closely collaborate with TUSCIA (through the International and Mobility Cooperation Office, the different Departments, Professors, Student Associations and students) in order to enhance even more the Internationalization process of TUSCIA and increase where possible the acquisition of “points” according to the Italian Ministry of Education regulations. Activities may include, but not limited to, language tandem activities, internships-opportunities, buddy system project, seminars and conferences held in English, international students and study abroad fairs, volunteering campaigns, and other relevant international events and activities.
- l) TUSCIA will facilitate USAC in the promotion of international activities - ART 4 (j) - by means of higher visibility on TUSCIA website and in on-campus events i.e. Career Day, Orientation Days, Open Days, and/or other relevant events.

Art. 5 USAC undertakes to provide to TUSCIA in ways and terms expressed below the following services. Note: in that USAC’s operation on campus may be affected by health/safety or acts of nature out of our control.

USAC requires all Italian and International students attending USAC courses to be vaccinated for COVID19 and they must provide written proof for this (Green Pass), with no exception.

- a) Access to USAC courses, at no cost, to a maximum of 10 TUSCIA Italian students per term (Fall, Spring, Summer Session I and Summer Session II) - with a limitation of maximum of 5 per course (**per session: per Fall, per Spring etc.**) for a total of 40 students each academic **year** - with a proven knowledge of the English language; each TUSCIA student can take only one (1) USAC course per session.

USAC courses must have 5 USAC students minimum to run.

USAC undertakes to provide TUSCIA detailed course descriptions and syllabi before the beginning of the courses. TUSCIA students will have these courses recognized as part of their study plans upon approval of his/her department. USAC reserves the right to suspend or cancel a course due to insufficient enrollment (**minimum of 5 USAC students enrolled**), regardless the number of Italian students enrolled. The costs of any additional fee related to a course or material for such a course is full responsibility of the student.

- b) Access to USAC courses, at no cost, to a maximum of 20 exchange students per year (the number of students in each academic USAC session - Fall, Spring, Summer Session I and Summer Session II - will be at discretion of TUSCIA) -with a limitation of maximum of 3 for the intensive Italian language courses and 5 for the other courses with a proven knowledge of the English language coming from foreign partnership TUSCIA universities. Erasmus+ students constitute exchange students from a foreign partner with TUSCIA University. Erasmus+ students will have these courses recognized as part of their study plans for those USAC courses approved by his/her department at TUSCIA and/or home University. USAC reserves the right to suspend or cancel a course due to insufficient enrollment (**minimum of 5 USAC students enrolled**), regardless the number of Erasmus+ students enrolled. The costs of any additional fee related to a course or material for such a course is full responsibility of the student.
- c) Each exchange student can take only one (1) USAC course per session. USAC courses must have 5 USAC students minimum to run
- d) USAC will give to TUSCIA the results obtained in the mid-term and final examinations of the students referred to in Art. 5 a and b.
- e) It is understood as a general rule that TUSCIA Italian and International students combined cannot outnumber USAC students in each given course.
- f) Whenever possible, USAC will permit Italian and foreign (exchange) TUSCIA students to participate in its cultural and recreational activities, asking those interested to pay extra expenses such as entry tickets to events, museums or necessary documents for visits or other activities.
- g) USAC provides TUSCIA students with maximum of 4 internship places per year (2 in the Fall 2 in the Spring Semester) depending on office availability:  
Tuscia italian student can tutor USAC students in the italian language classes (all levels). Interns will be observing the italian teachers during class hours and offer a tutoring service to students with lacks in italian language with the supervision of USAC professors;
- h) Buddy system project offers italian students the possibility to improve their english skills practicing the language with USAC students and help them to integrate in the local community since their arrival.

- i) USAC will reimburse University of TUSCIA for expenses actually and reasonably incurred – such as use of offices, classrooms, utilities (electricity, heating/ air conditioning) cleaning services, telephone, etc – determined in the amount of € 5.000,00/year paid in one lump in the month of January of each year;
  - h) Tuscia agrees to reduce this amount if the USAC Viterbo Program runs under its full capacity ( 50 students each Term ): as per the suggested chart below:
    - h1) USAC full capacity 51%-100%= Tuscia receives 100% of the amount agreed.
    - h2) USAC capacity 15%-50%= Tuscia receives 50% of the amount agreed.
    - h3) USAC capacity under 15%= Tuscia receives 0% of the amount agreed.
- All basic services such as offices will be guaranteed by Tuscia.
- j) USAC can establish direct agreements with the different Departments of TUSCIA to facilitate didactic, logistic and administrative organization.

Art. 6 In order to meet the objective of increasing the integration between USAC and TUSCIA students, both parties should routinely discuss ways to encourage this through collaboration on projects such as art historical activities, athletic and cultural events and welcome and farewell ceremonies.

Art. 7 – This agreement is valid when signed by all the parties. It shall be in force from the date of the last signature until December 31st, 2025. The agreement may be extended thereafter for an additional 5-year term upon written agreement of the parties. This agreement may be terminated by either party, with or without cause, upon 120 days' written, certified notice to the other party. The agreement may only be amended in writing by the parties.

FOR THE UNIVERSITY OF TUSCIA

Firmato digitalmente da

Signature: **STEFANO UBERTINI**

SerialNumber = TINIT-BRTSFN74L09G478G  
C = IT

Printed Name: Prof. Stefano Ubertini

Position: Rector

Date: 23/12/2021

FOR THE UNIVERSITY STUDIES ABROAD CONSORTIUM:



Signature:           *Alyssa Nota*          

Printed Name: Alyssa Nota PhD

Position: President and CEO

Date:            Dec 9, 2021