



UNIVERSITY OF MANAGEMENT  
AND ECONOMICS

# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2017-2019 between programme countries

#### [Minimum requirements]<sup>2</sup>

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
ISM University of Management and Economics	LT VILNIUS25	Asta Skrockaitė-Narbutienė  Team Leader of International Studies / Erasmus Institutional Coordinator  <a href="mailto:astskr@ism.lt">astskr@ism.lt</a>  +37061001495	<a href="http://www.ism.lt">www.ism.lt</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

UNIVERSITA DEGLI STUDI DI UDINE  International Relations and Mobility Office  v. Palladio,8  33100 Udine  Italy	I UDINE01	<u>Claudia.schielo@uniud.it</u>  Phone : +390432556221  Fax : +390432556229  ACADEMIC CONTACT: FRANCESCA VISINTIN Francesca.Visintin@uniud.it	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>
[...]			

## B. Mobility numbers<sup>4</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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.]

FROM	TO	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]				Student Mobility for Studies	Student Mobility for Traineeships *
[total number of months of the study periods or average duration*]						
LT VILNIUS25	I UDINE01	0311 ECONOMICS		3 <sup>rd</sup>	2 students, 6 months	2 students, minimum 2 months
I UDINE01	LT VILNIUS25	0311 ECONOMICS		3 <sup>rd</sup>	2 students, 6 months	2 students, minimum 2 months

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM	TO	Subject	Subject	Number of staff mobility periods
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<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
LT VILNIUS25	I UDINE01	0311	ECONOMICS	2 staff members, 7-10 days	2 staff members, 7-10 days
I UDINE01	LT VILNIUS25	0311	ECONOMICS	2 staff members, 7-10 days	2 staff members, 7-10 days

### 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LT VILNIUS25	I UDINE01	ITALIAN	ENGLISH	B2	B2
I UDINE01	LT VILNIUS25			B2	B2

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

### D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

<sup>5</sup> 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>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LT VILNIUS25	May 1 <sup>st</sup>	November 1 <sup>st</sup>
I UDINE01	November 1st	May 5th

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]*

## F. Information

### 1. Grading systems of the institutions

For ISM: [www.ism.lt/courselist](http://www.ism.lt/courselist)

For UDINE: <http://www.uniud.it/it/didattica/info-didattiche/mobilita-conversione-voti/tabella-conversione-ects-dies>

### 2. 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 [Erasmus code]	Contact details (email, phone)	Website for information
LT VILNIUS 25	Justina Bružaitė <a href="mailto:jusbru@ism.lt">jusbru@ism.lt</a>	<a href="http://www.ism.lt/migration">http://www.ism.lt/migration</a>
I UDINE01		<a href="http://www.uniud.it/en/uniud-international">http://www.uniud.it/en/uniud-international</a>

### **3. 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]	Contact details (email, phone)	Website for information
LT VILNIUS 25	Justina Bružaitė <a href="mailto:jusbru@ism.lt">jusbru@ism.lt</a>	<a href="http://www.ism.lt/dailylifeinlithuania">http://www.ism.lt/dailylifeinlithuania</a>
I UDINE01		<a href="http://www.uniud.it/en/uniud-international">http://www.uniud.it/en/uniud-international</a>



### **4. 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]	Contact details (email, phone)	Website for information
LT VILNIUS 25	<a href="mailto:accomodation@ism.lt">accomodation@ism.lt</a>	
I UDINE01		<a href="http://www.uniud.it/en/uniud-international">http://www.uniud.it/en/uniud-international</a>

## **G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
LT VILNIUS 25	Asta Skrockaitė – Narbutienė Erasmus Institutional Coordinator Team Leader of International Studies <a href="mailto:astskr@ism.lt">astskr@ism.lt</a> +37061001495	22/11/2016	
I UDINE01	Vice Rector for International mobility Prof. M Ballerini	10/11/16	

<sup>6</sup> Scanned signatures are accepted