

European Commission



University of Udine

# Erasmus + Programme

## Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2020<sup>2</sup>

between programme countries

[Minimum requirements]<sup>3</sup>

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus Studio 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>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> International Relations and Mobility Office v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in english: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
	I UDINE01	<b>Academic contact: prof. Zanette A.</b> <a href="mailto:antonino.zanette@uniud.it">antonino.zanette@uniud.it</a>	
<b>UNIVERSITY OF SPLIT</b> Livnjska 5, 21000 Split, Croatia	HR SPLIT01	Institutional coordinator: Ana Čosić	<a href="http://www.unist.hr">www.unist.hr</a> course catalogue:

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		International Relations Office e-mail: acosic@unist.hr Tel: +385 21 440 343	<a href="http://www.unist.hr/InternationalRelations/CourseCatalogue/tabid/416/Default.aspx">http://www.unist.hr/InternationalRelations/CourseCatalogue/tabid/416/Default.aspx</a>
<b>Faculty of Economics</b>	<b>HR SPLIT01</b>	Departmental coordinator: Danijela Coppola, dipl.oec. Matice hrvatske 31, 21000 Split Tel: +385 21 430 706 Fax: +38521 430 701 e-mail: dcoppola@efst.hr	<a href="http://www.efst.hr">www.efst.hr</a> <a href="http://www.efst.hr/content.php?k=suradnja&amp;p=310">http://www.efst.hr/content.php?k=suradnja&amp;p=310</a>

#### B. Student Mobility numbers<sup>5</sup> per academic year

[ 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 September in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED] + Subject area name	Study cycle [1 <sup>st</sup> cycle, or undergraduate]	Study cycle [2 <sup>nd</sup> cycle, or postgraduate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	HR SPLIT01	340 business administration	X	X		2	5
HR SPLIT01	I UDINE01	340 business administration	X	X		2	5

#### C. Teaching Staff Mobility per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	HR SPLIT01	340	Business administration	TO BE DEFINED	1
HR SPLIT01	I UDINE01	340	Business administration	TO BE DEFINED	1

#### D. 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:

<sup>5</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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01	340 business administration	italian	english	B1 italian (certificate is not required)	
HR SPLIT01	340 business administration	English	Croatian	English B1-B2	English B2-C1

**-At the University of Udine:** Courses held in english can be offered within some study courses. The student can check the list on our web-site: <http://www.uniud.it/international-area>

#### E. Additional requirements

##### **At the University of Udine:**

The original transcript of records (no carbon copy is accepted) with the exams done by the Italian student can be given or sent directly to him/her OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement or the changed Learning Agreement has to be given to the Italian student who will submit to the approval of the professor coordinator.

The incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site of I UDINE01:

**-<http://www.uniud.it/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng>**

**- <http://www.uniud.it/international-area/incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>**

*[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.]*

#### F. Calendar

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

Receiving institution [Erasmus code]	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
HR SPLIT01	1 June	1 November

<sup>6</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>

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from I UDINE01.
- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto:iss@uniud.it)). **I UDINE01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).
- **I UDINE01** will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.
- Erasmus incoming student at **I UDINE01** has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.

### **HR SPLIT01**

Erasmus students first need to be nominated by their home universities to the International Relations Office via [erasmus@unist.hr](mailto:erasmus@unist.hr)

Nomination needs to include the following data:

- student's full name,
- e-mail address,
- semester of planned mobility,
- study field,
- level of studies at the moment of mobility.

UNIST will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

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.

#### 6. Termination or modification of the agreement:

A unilateral decision to discontinue or to change the exchanges notified to the other party by September 20/./ will only take effect from the October of the following new academic year.

### **G. Information**

#### **1. Grading systems of the institutions**

*The link to our webpage is*

<b>Institution [Erasmus code]</b>	<b>WEB PAGE</b>
I UDINE01	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>
HR SPLIT01	<a href="http://www.unist.hr/InternationalRelations/ImportantDocuments/tabid/413/Default.aspx">http://www.unist.hr/InternationalRelations/ImportantDocuments/tabid/413/Default.aspx</a>

#### **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:

<b>Institution [Erasmus]</b>	<b>Contact details</b>	<b>Website for information</b>
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codej	(email, phone)	
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>
HR SPLIT01	<a href="mailto:incoming@unist.hr">incoming@unist.hr</a> +385 21 440 343	<a href="http://www.unist.hr/InternationalRelations/ERASMUS/IncomingStudents/tabid/1273/Default.aspx">http://www.unist.hr/InternationalRelations/ERASMUS/IncomingStudents/tabid/1273/Default.aspx</a>

### 3. Insurance

**At the University of Udine:** Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.

Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.



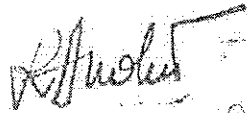

### 4. Housing

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
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
HR SPLIT01	<a href="mailto:incoming@unist.hr">incoming@unist.hr</a> +385 21 440 343	<a href="http://www.unist.hr/InternationalRelations/ERASMUS/IncomingStudents/tabid/1273/Default.aspx">http://www.unist.hr/InternationalRelations/ERASMUS/IncomingStudents/tabid/1273/Default.aspx</a>

### H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	10/12/13		
HR SPLIT01	Prof. Roko Andričević, Vice rector for International relations	10/12/13		

<sup>7</sup> Scanned signatures are accepted