



Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2020

between programme countries

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 ¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone:+39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/international-area
Università di Udine Dipartimento di Lingue e Letterature straniere via Mantica3 33100 Udine ITALY	I UDINE01	Academic contact: fabiana.fusco@uniud.it fax +39-0432-556539 phone +39-0432-556577	

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Martin-Luther-Universität Halle-Wittenberg (MLU) International Office Universitätsring 19/20 D - 06099 Halle (Saale)	D HALLE01	Institutional coordinator: Anna Kostov Phone: ++49 345 55 2 1579 Fax: ++49 345 55 2 7427 E-Mail: anna.kostov@internatio- halle.de	www.international.uni- halle.de/international_offi- ce/
Martin-Luther-Universität Institut für Romanistik Dachritzstr. 12 06099 Halle		Academic contact: anke.auch@romanistik.uni- halle.de phone +49 (0) 345- 5523536 Fax: +49 (0) 345-5527045	http://www.romanistik.u- ni-halle.de/

B. Student Mobility numbers² 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 st cycle, or undergra- duate]	Study cycle [2 nd cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D HALLE01	222 Foreign Languages (and Literatures)	x	x		2	10 (5x2)
D HALLE01	I UDINE01	222 Foreign Languages (and Literatures)	x	x		2	10 (5x2)

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	D HALLE01	222	Foreign Languages (and Literatures)	2	1 settimana (max due settimane)

² 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>)

D HALLE01	I UDINE01	222	Foreign Languages (and Literatures)	2	1 settimana (max due settimane)
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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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian		B1	B2
D HALLE01		German		B2	B2

-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>

At the University of Halle-Wittenberg:

Although MLU Halle-Wittenberg (D HALLE01) has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, we would strongly advise to provide as much information ahead of time in order for our International Office Staff to inform the student/staff of the feasibility of the mobility.

³ 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>

F. Calendar

1. Academic Calendar

Receiving institution [Erasmus code]	Autumn term, or full year	Spring term
I UDINE01		
D HALLE01	01.10.-31.03.	01.04.-30.09.

2. Nominations 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)
D HALLE01	01.05.	01.11.

3. 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)
D HALLE01	15.05.	15.11.

- **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). **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.

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.

- **D HALLE01** will send its decision within 8 weeks.

- A Transcript of Records will be issued by **D HALLE01** no later than the end of March for the 1st semester students, and no later than the end of September for the 2nd semester and full year students, after the assessment period has finished.

G. Information

1. Grading systems of the institutions

The link to our webpage is

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
D HALLE01	http://www.international.uni-halle.de/international_office/studierende/hallesche_studierende/erasmus/dokumente/outgoer_2013-14/ See link: Vorlage Transcript of Records

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
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
D HALLE01	Gritt Eisenkopf Tel: +49 (0)345 55 21535 gritt.eisenkopf@international.uni-halle.de	Visa and Residence Permit http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/einreise_aufenthaltsrecht/?lang=en

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D HALLE01	Gritt Eisenkopf Tel: +49 (0)345 55 21535 gritt.eisenkopf@international.uni-halle.de	Insurance and Health http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/versicherung/?lang=en


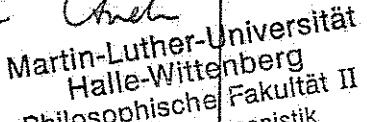
4. Housing

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		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
D HALLE01	Gritt Eisenkopf Tel: +49 (0)345 55 21535 gritt.eisenkopf@international.uni-halle.de	Housing http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/wohnen/?lang=en

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	17.12.13	<i>Mario Ballerini</i>	
D HALLE01	Departmental coordinator Dr. Anke Auch	16.12.2013	<i>Anke Auch</i>	 Martin-Luther-Universität Halle-Wittenberg Philosophische Fakultät II Institut für Romanistik D-06099 Halle (Saale)

⁴ Scanned signatures are accepted