

European Commission



University of Udine

Erasmus + Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2020²

between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (e.g. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<u>Claudia.schileo@uniud.it</u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service <u>iss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<u>http://www.uniud.it/international-area/incoming-mobility</u> general course catalogue: <u>http://www.uniud.it/didattica/facolta</u> courses held in English: <u>http://www.uniud.it/international-area</u>

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

Universität Trier <i>Akademisches Auslandsamt</i> D-54286 Trier GERMANY	D TRIER01	Birgit Roser Erasmus Institutional Coordinator erasmus-ic@uni-trier.de Fax +49 651 201 3914 Tel. +49 651 201 2807 Carsten Kluger Incoming exchange students kluger@uni-trier.de Tel. +49 651 201 2808 Anne Freihoff Outgoing exchange students freihoff@uni-trier.de Tel. +49 651 201 2809	www.uni-trier.de www.erasmus.uni-trier.de www.incomings.uni-trier.de www.exchangestudents.uni-trier.de
	I UDINE01	Professor/departmental coordinator: Elena POLLEDRI elena.polledri@uniud.it DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
	D TRIER01	Academic contact: Prof. Dr. Ulrich Port portu@uni-trier.de Fachbereich II - Germanistik	

B. Student Mobility numbers⁵ 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 [1st cycle or undergraduate]	Study cycle [2nd cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D TRIER01	222 Foreign languages	X	X	X	1	6
D TRIER01	I UDINE01	222 Foreign languages	X	X	X	1	6

⁵ 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>)

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 I]	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 TRIER01	222	Foreign languages	To be defined	1
D TRIER01	I UDINE01	222	Foreign languages	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:

Receiving institution [Erasmus code]	Optional Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	Deutsch	B1 (Both)	
D TRIER01		See Appendix 1	See Appendix 1	See Appendix 1	See Appendix 1

- 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>

⁶ 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. Additional requirements

I UDINE01:

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:

- <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>

D TRIER01: see Appendix 1

[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)
D TRIER01	See Appendix 1	See Appendix 1

2. The **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 (such as online nominations etc.).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc.).

4. The I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

5. Erasmus incoming student at the I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by the 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. *Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

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 TRIER01	See appendix 1

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 TRIER01	See Appendix 1	See Appendix 1

3. Insurance

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.

D TRIER01: see Appendix 1

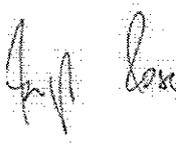
4. Housing

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 TRIER01	See Appendix 1	See Appendix 1

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	02.12.13		
D TRIER01	Ms. Birgit Roser Director International Office Erasmus Institutional Coordinator	29.11.2013		

⁷ Scanned signatures are accepted

**APPENDIX 1
to the INTER-INSTITUTIONAL AGREEMENT
for the ERASMUS+ Programme**

Erasmus+ Programme: Key Action 1 – Higher Education Student and Staff Mobility

Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates to help them acquire the recommended language skills by the start of the study or teaching period.

Receiving institution	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
D TRIER01	all areas	German	English	B1	B2
D TRIER01	English Literature and Linguistics	English		B2	C2

For students studying in German, participation in German language courses offered by Trier University before and throughout the semester is highly recommended. Foreign language programmes (eg. Romance studies) are partly taught in the language studied.

Additional Requirements

Trier University has the infrastructure to welcome students and staff with some kinds of disabilities. Please contact our incomings coordinator before nominating any students.

Calendar

1. Applications/information of nominated students must reach **D TRIER 01** by:

Receiving institution	Autumn term	Spring term
D TRIER01	June 15	December 15

2. Trier University will normally send its decision within 2 weeks. However, some subject areas may need more time for the decision. A timeline of Trier University's application procedure can be found at www.erasmus.uni-trier.de.
3. A Transcript of Records will be issued five weeks after the completion of all examinations and /or coursework.

Information

1. **Grading system of D TRIER01:** www.erasmus.uni-trier.de → Grading System
2. **Visa:** The sending and receiving institutions will provide assistance, when required, in securing visa for incoming and outgoing mobility participants, in accordance with the requirements of the Erasmus Charter for Higher Education.
3. **Insurance :** The sending and receiving institutions will provide incoming and outgoing mobility participants assistance in obtaining insurance, in accordance with the requirements of the Erasmus Charter for Higher Education. The receiving institution will inform mobility participants of cases in which insurance coverage is not automatically provided.
4. **Housing:** The receiving institution will provide incoming mobility participants with information on finding accommodation, in accordance with the requirements of the Erasmus Charter for Higher Education.

Information and assistance for these four areas will be provided by the following contact point and information source:

Institution	Contact details	Website for information
D TRIER01	Incoming students coordinator: Mr Carsten Kluger kluger@uni-trier.de Tel. +49 651 201 2808	www.erasmus.uni-trier.de

Please email your information for our outgoing students to our outgoing students coordinator:
Ms. Anne Freihoff, freihoff@uni-trier.de , Tel. : +49 651 201 2809.