



European Commission



University of Udine



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-2021

between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY PIC-Number 999899281	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	Homepage for Incoming Students: http://www.uniud.it/en/uniud-international/incoming-exchange-students General course catalogue: http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso Courses held in English: http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-

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

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

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

			other-languages/courses
	I UDINE01	Academic contact: prof. Maria Chiarvesio maria.chiarvesio@uniud.it Dep. Of Economics Phone +39-0432-249220	
Universität Hamburg Institutional Coordinator	D HAMBURG01	Ms. Nadine Stäcker Department of International Affairs, Mittelweg 177, 20148 Hamburg, Germany Tel.: +49 40 42838-7932 Fax: +49 40 427977-015 hochschulkoordinatorin.erasmus@verw.uni-hamburg.de For questions concerning incoming and outgoing students please refer to the contact person below	http://www.uni-hamburg.de/ Course catalogue: https://www.stine.uni-hamburg.de/
Universität Hamburg Departmental Coordinator	D HAMBURG01	Administrative Contact: Ms. Elena Sheynfeld Faculty of Business, Economics and Social Sciences Director International Office Von-Melle-Park 5, 20146 Hamburg, Germany Tel.: +49 40 42838 9328 elena.sheynfeld@wiso.uni-hamburg.de Academic Contact: Prof. Dr. Thorsten Teichert Chair of Marketing and Innovation Von-Melle-Park 5, 20146 Hamburg, Germany Tel.: +49 40 42838-4643 E-Mail: ami@wiso.uni-hamburg.de and thorsten.teichert@wiso.uni-hamburg.de	https://www.wiso.uni-hamburg.de/internationales/international-office.html

B. Student Mobility numbers⁴ 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]	Total Number of students	Duration of stay for each student [number of months]
I UDINE01	D HAMBURGO 1	ECONOMICS AND MANAGEMENT	---	---	PhD	1 (PhD)	3-6 M (PhD)
D HAMBURGO 01	I UDINE01	ECONOMICS AND MANAGEMENT	---	---	1	1 (PhD)	3-6 M

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 HAMBURGO 1		ECONOMIC S AND MANAGEME NT	2	1-2 WEEKS
D HAMBURGO 1	I UDINE01		ECONOMIC S AND MANAGEME NT	2	1-2

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:

⁴ 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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		ENGLISH		B2	B2
D HAMBURG01		German	English	B1 (B2 recommended)	B2 (C1 recommended)

- **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/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

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/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

Additional requirements for Universität Hamburg

The sending university will screen and select candidates for exchange studies in accordance with its applicable rules and regulations. The receiving institution will accept the candidates selected by the sending institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the receiving university has the right to make the final decision on the admission of candidates nominated for exchange. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.

The Universität Hamburg welcomes students and staff with disabilities and has the infrastructure to support people with disabilities. Please contact the Institutional Coordinator

⁵ 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>

to obtain further information concerning the support available in your respective institute or school. You will find information on the support available at <http://www.uni-hamburg.de/studieren-mit-behinderung.html>

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 HAMBURG01	Nominations: April 15 Applications: May 31	Nominations: November 15 Applications: December 31

- **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.

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

[Erasmus code]	Website for information
I UDINE01	http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
D HAMBURG01	<p>Universität Hamburg (D Hamburg01): Universität Hamburg does not fully comply with the ECTS grading system. The grading scheme usually comprises <u>five levels</u> (with numerical equivalents; intermediate grades may be given):</p> <ul style="list-style-type: none"> • "Sehr Gut" (1) = Very Good; • "Gut" (2) = Good; • "Befriedigend" (3) = Satisfactory;

	<ul style="list-style-type: none"> • "Ausreichend" (4) = Sufficient; • "Nicht ausreichend" (5) = Non-Sufficient/Fail. <p>The minimum passing grade is "Ausreichend" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.</p>
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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/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students
D HAMBURG01	---	https://www.uni-hamburg.de/internationales/download/studieren-an-der-uhh/einreisevisum.pdf

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
I UDINE01		<p>Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>
D HAMBURG01	---	www.uni-hamburg.de/ersteschritte





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/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine
D HAMBURG01	---	www.uni-hamburg.de/ersteschritte

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶	stamp
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	27.09.17		
D HAMBURG01	Ms. Nadine Stäcker Erasmus Institutional Coordinator	22.03.2017	 	

⁶ Scanned signatures are accepted