



# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

### among EU Member States and third countries associated to the Programme

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The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative / Erasmus Goes Digital, and consequently to sign digitally this Inter-institutional agreement as soon as technically possible.

#### **Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

### Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2021/2022]	[2021]
End of validity	[2028/2029]	[2027]

### A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites ( General/Faculties/ Course catalogue)
University of Udine	I UDINE01 OID : E10209128	Academic contact : Prof. Lauto <a href="mailto:giancarlo.lauto@uniud.it">giancarlo.lauto@uniud.it</a>  Head of International Mobility and Relations Office: Sonia Bosero  Incoming mobility: Alessia Bruno, Massimo Plaino <a href="mailto:iss@uniud.it">iss@uniud.it</a>  Outgoing mobility and Agreements: Claudia Schileo <a href="mailto:claudia.schileo@uniud.it">claudia.schileo@uniud.it</a>  <a href="mailto:outgoing.erasmus@uniud.it">outgoing.erasmus@uniud.it</a>	<a href="https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a>
HHL Leipzig Graduate School of Management	D LEIPZIG09	Head and agreements : Frank Hoffmann <a href="mailto:hoffmann@hhl.de">hoffmann@hhl.de</a>  Incoming mobility : Friederike Solga <a href="mailto:friederike.solga@hhl.de">friederike.solga@hhl.de</a>  Outgoing mobility : Julia Brodacki <a href="mailto:j.brodacki@hhl.de">j.brodacki@hhl.de</a>	<a href="http://www.hhl.de/international">www.hhl.de/international</a>

<sup>2</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</sup> per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
I UDINE01	D LEIPZIG09	0410		Business administration	2nd	2	2x6		
D LEIPZIG09	I UDINE01	0410		Business Administration	2nd	2	2x6		

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

### 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>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English	B1	B2
D LEIPZIG09		English		B2	C1

### D. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
I UDINE01	MAY 15 <sup>TH</sup>	SEPTEMBER 15 <sup>TH</sup>
D LEIPZIG09	May 15	November 15

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
I UDINE01		
D LEIPZIG09	June 1	December 1

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information

<sup>4</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	<a href="mailto:alessia.bruno@uniud.it">alessia.bruno@uniud.it</a> iss@uniud.it	<a href="http://www.uniud.it">www.uniud.it</a>
D LEIPZIG09	<a href="mailto:Friederike.solga@hhl.de">Friederike.solga@hhl.de</a>	<a href="http://www.hhl.de/international">www.hhl.de/international</a>

### E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)

The receiving institution will send its decision within 5 weeks.

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
I UDINE01				<a href="https://www.uniud.it/en/student-services/orientamento-e-consulenza-psicologica/services-for-disabled-students-and-students-with-specific-learning-disabilities/services-for-disabled-students-and-students-with-specific-learning-disabilities?set_language=en">https://www.uniud.it/en/student-services/orientamento-e-consulenza-psicologica/services-for-disabled-students-and-students-with-specific-learning-disabilities/services-for-disabled-students-and-students-with-specific-learning-disabilities?set_language=en</a>
D LERIPZIG09				

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
Institution 1				
Institution 2				

## F. Information

### 1. 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="mailto:iss@uniud.it">iss@uniud.it</a>	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students/incoming-exchange-students-procedures/pre-arrival-information/accommodation-in-udine">https://www.uniud.it/en/uniud-international/incoming-exchange-students/incoming-exchange-students-procedures/pre-arrival-information/accommodation-in-udine</a>
D LEIPZIG09	<a href="mailto:Friederike.solga@hhl.de">Friederike.solga@hhl.de</a>	<a href="http://www.hhl.de/international">www.hhl.de/international</a>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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	<a href="mailto:iss@uniud.it">iss@uniud.it</a>	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students/incoming-exchange-students-procedures/pre-arrival-">https://www.uniud.it/en/uniud-international/incoming-exchange-students/incoming-exchange-students-procedures/pre-arrival-</a>

		<a href="#">information/entry-visa-non-eu-students</a>
D LEIPZIG09	Friederike.solga@hhl.de	www.hhl.de/international

### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I UDINE01	<a href="mailto:iss@uniud.it">iss@uniud.it</a>	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students/incoming-exchange-students-procedures/pre-arrival-information/health-insurance">https://www.uniud.it/en/uniud-international/incoming-exchange-students/incoming-exchange-students-procedures/pre-arrival-information/health-insurance</a>
D LEIPZIG09	Friederike.solga@hhl.de	www.hhl.de/international

### **4. Additional information**

#### **UNIUD grading system:**

<https://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/opportunita-allestero-/ulteriori-approfondimenti/ects-e-la-distribuzione-statistica-dei-voti/fasce-di-distribuzione-statistica-a-a-2018-2019-e-2019-20/fasce-di-distribuzione-statistica-a-a-2018-2019-e-2019-20-dies/distribuzione-voti-dies-18-19-e-19-20.pdf/view>

#### **HHL grading system**


[www.hhl.de/international](http://www.hhl.de/international)

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.

#### **Termination of the agreement**

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."

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

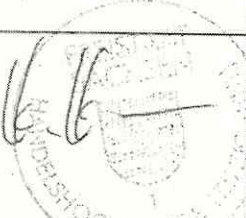
Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
I UDINE01	Vice Rector for International Mobility Prof. Giorgio Alberti	23/01/2022	
D LEIPZIG09	Assoc. Dean, Director International Relations Frank Hoffmann		

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<sup>5</sup> Scanned signatures are accepted



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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
I UDINE01	Vice Rector for International Mobility Prof. Giorgio Alberti		
D LEIPZIG09	Assoc. Dean, Director International Relations Frank Hoffmann	04.01.22	

<sup>5</sup> Scanned signatures are accepted