



European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2020¹ 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 (e.g. 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
DIEG - DIPARTIMENTO DI INGEGNERIA ELETTRICA, GESTIONALE E MECCANICA	I UDINE01	Professor/departmental coordinator: Alessandro GASPARETTO Email: alessandro.gasparetto@uniud.it	

¹ Higher Education Institutions have to agree on the period of validity of this agreement

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.

UNIVERSITY OF AVEIRO International Office Edifício central da Reitoria, Campus Universitário de Santiago, 3810-193 Aveiro, Portugal	P AVEIRO01	Niall Power Head of International Office Email: gri@ua.pt Tel.: +351 234 370 060 Institutional Coordinator: Prof. Dr. Eduardo Silva, Vice-Rector Email: eafsilva@ua.pt	www.ua.pt/ general course catalogue: http://www.ua.pt/ensino/#
Department of Mechanical Engineering	P AVEIRO01	Prof. Dr. António Gil Andrade-Campos Email: gilac@ua.pt Tel.: +351 234 370 830	

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 undergr aduate]	Study cycle [2 nd cycle or postgra duate]	Study cycle [PhD or doctoral cycle]	Number of students	Duration of stay for each students [number of months]
I UDINE01	P AVEIRO01	521&54 Mechanics and metal work + Manufacturing and processing	X	X		2 per cycle	10
P AVEIRO01	I UDINE01	521&54 Mechanics and metal work + Manufacturing and processing	X	X		2 per cycle	10

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>)

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: 5)
I UDINE01	P AVEIRO01	521&54 Mechanics and metal work + Manufacturing and processing	To be defined (2 px)	1
P AVEIRO01	I UDINE01	521&54 Mechanics and metal work + Manufacturing and processing	To be defined (2 px)	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]	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	Italian	English		
P AVEIRO01	Portuguese	English	B1	B2

- 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>

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>

E. Additional requirements

[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.]

Additional requirements at 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:

- <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>

Additional requirements at University of Aveiro

- Nomination by home institution required, before student's application
- Erasmus Student Network Aveiro - www.esnaveiro.org/
- Erasmus Buddy program, assists the international exchange students
- "Programa de Tutoria na UA" –Mentoring Program based on two areas of intervention, academic guidance and personalized training program, and two central figures but complementary teaching tutor and student mentor
- Accommodation guaranteed for students and teaching staff with disabilities
- Support services and facilities for students and teaching staff with disabilities
- Student's Provider, Pedagogical Support Office, University Health Services, LUA – UA's telephone line for psychological support to students of the academy that involves experts and a group of student volunteers trained for the purpose

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)
P AVEIRO01	May 31 st	November 15 th

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. The P AVEIRO01 will send its decision on the admission of Erasmus candidates within 4-6 weeks.

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. For P AVEIRO01, a Transcript of Records will be issued no later than 5 weeks after the assessment period has finished and sent to the student's home institution.

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. Should a single partner wish to withdraw from the agreement prior to the validity period indicated in page 1, that institution must guarantee that any student admitted at that time will be able to continue their studies/traineeships and complete the planned mobility.

Disclaimer: 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

Institution [Erasmus code]	Institution WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
P AVEIRO01	www.ua.pt

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
P AVEIRO01	Dora Ribeiro Email: dribeiro@ua.pt Tel.: +351 234 370 200	www.ua.pt/qri/visas

3. Insurance

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.

University of Aveiro

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P AVEIRO01	Niall Power Email: niall@ua.pt Tel.: +351 234 370 060	www.ua.pt/gri/healthcare



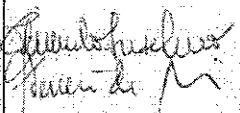
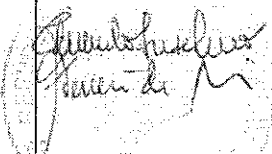
4. Housing

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
P AVEIRO01	Ana Coimbra Email: anacoimbra@ua.pt Tel.: +351 234 370 060	www.ua.pt/gri/accommodation

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	20.11.13		
P AVEIRO01	Prof. Dr. Eduardo Silva, Vice-Rector	15/11/2013		

⁶ Scanned signatures are accepted