



European Commission



University of Udine



Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-2021²

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 (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/inter-national-area/incoming-mobility general course catalogue: https://next.uniud.it/it/didattica courses held in english: http://www.uniud.it/inter-national-area
	I UDINE01	Academic contact: Cristian Marchioli marchioli@uniud.it	
Aix Marseille Université	F MARSEIL84	Erasmus Institutional Coordinator : Prof. Sylvie DAVIET Vice-Présidente chargée des Relations Internationales	University Home Page http://www.univ-amu.fr

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.

		Academic contact Prof Laurence Bergougnoux Tel : +33 4 91 10 68 69 laurence.bergougnoux@univ-amu.fr Head of International Affairs at Polytech: Jennifer MAJOR jennifer.major@univ-amu.fr Tel : +33 (0)4 91 82 86 35 International Exchange coordinator administrative duties : Pascale SRULOVICI pascale.srulovici@univ-amu.fr	International Relations Office : http://dri.univ-amu.fr/
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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 [1 st cycle, or undergraduate]	Study cycle [2 nd cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Number of student Duration of stay for each students [number of months] SMS	Number of student Duration of stay for each students [number of months] SMT
I UDINE01	F MARSEIL84	06.1 Mechanical Engineering 06.3 Chemical Engineering		2 ciclo: laurea magistrale	dottorato	2 x 6	2 x 6
F MARSEIL84	I UDINE01	06.1 Mechanical Engineering		2nd Cycle Postgraduate	dottorato	2 x 6	2 x 6

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)
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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>)

I UDINE01	F MARSEIL84	06.1	Mechanical Engineering	2	2
		06.3	Chemical Engineering		
F MARSEIL84	I UDINE01	06.1	Mechanical Engineering	2	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:

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	English	B1	B2
F MARSEIL84		French		B1	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: <https://next.uniud.it/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>

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>

FMARSEIL84:

<http://polytech.univ-amu.fr/relations-internationales/venir-etudier>

Nomination and application procedure:

Please send us

- The names of your nominated students
- The period of stay
- The Polytech department they will be enrolled at

Students must fill out the online application

<https://moveonline.univ-amu.fr/moveonline/incoming/welcome.php>

as well as other required documents (e.g. learning agreement, French language certificate) to their home university coordinator. After signing, the coordinator of your students should forward the application package to the following address prior to the application deadline (cf below): Pascale Srulovici - Pascale.srulovici@univ-amu.fr

[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)
F MARSEIL84	May 31st	November 15th

- **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**

[Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
F MARSEIL84	The results of the exams passed by Erasmus students are a mark out of 20, according to the French system. The EC which facilitates the credit transfer by the sending institut

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
F MARSEIL84	Pascale.srulovici@univ-amu.fr	http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/etudier-en-france-12794/demarches-administratives/article/visas-etudiants

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.

F MARSEIL84 :

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff

<http://ec.europa.eu/education/lifelong-learning-policy/ects.en.htm>

<http://dri.univ-amu.fr/fr/programme-dechanges>

Contact : Pascale.srulovici@univ-amu.fr





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/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
F MARSEIL84	Jocelyne NICOD jocelyne.nicod@univ-amu.fr Tel: +33(0)491282875	Our institution will guide incoming student in finding accommodation.

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	10 Oct. 2016		
F MARSEIL84	Prof. Sylvie DAVIET Institutional Erasmus Coordinator	10/11/16		

⁷ Scanned signatures are accepted