



European Commission



University of Udine

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2015-2020<sup>2</sup>

### between programme countries

### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="https://next.uniud.it/it/didattica">https://next.uniud.it/it/didattica</a>  courses held in english: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
	<b>I UDINE01</b>	<b>Academic contact:</b>  Dr. S. Bosa <a href="mailto:silvia.bosa@uniud.it">silvia.bosa@uniud.it</a>	
UNIVERSIDAD DEL PAÍS VASCO/ EUSKAL HERRIKO UNIBERTSITATEA (UPV/EHU)	E BILBAO01	<b>Marta Barandiaran,</b> <b>Director for International Mobility</b> Edificio Rectorado, Barrio Sarriena s/n – 48940 LEIOA – (BIZKAIA) – SPAIN Phone: +34 94 601 2165	<a href="http://www.relaciones-internacionales.ehu.es">http://www.relaciones-internacionales.ehu.es</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		Fax: +34 94 601 3590 <a href="mailto:directora.internacional@ehu.es">directora.internacional@ehu.es</a> <b>Bilateral Agreements,          International Relations Office</b> Vicerrectorado de Proyección Internacional Edificio Ignacio M <sup>a</sup> Barriola – 1 <sup>a</sup> pl. Plaza Elhuyar, 1 // 20018 DONOSTIA-SAN SEBASTIAN (GIPUZKOA) – SPAIN Tel.: +34 943 018136 Fax: +34 943018230: <a href="mailto:agreements.international@ehu.es">agreements.international@ehu.es</a>	
Polytechnic College		<b>I.R. Co-ordinator Adolfo          Morais</b> <b>I.R. Officer Arantxa          Zubizarreta</b> Plaza Europa 1 20018 Donostia Phone: + 34 943 01 5901 / + 34 943 01 7267 Fax: + 34 943 01 7200 Email: <a href="mailto:subdir.relacinter.ep-ss@ehu.es">subdir.relacinter.ep-ss@ehu.es</a>	<a href="http://www.politeknika.ehu.es/p233-home/es">http://www.politeknika.ehu.es/p233-home/es</a>

#### B. Student Mobility numbers<sup>5</sup> 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 <sup>st</sup> cycle, or undergra duate ]	Study cycle [2 <sup>nd</sup> cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each student [number of months]
<b>I UDINE01</b>	<b>E BILBAO01</b>	582 Civil Engineering	X			2	6
<b>E BILBAO01</b>	<b>I UDINE01</b>	582 Civil Engineering	X			3	6

<sup>5</sup> 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: 8)
I UDINE01	E BILBAO01		582 Civil Engineering	1 person	1 week (min. 8 teaching hours)
E BILBAO01	I UDINE01		582 Civil Engineering	1 person	1 week (min. 8 teaching hours)

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English	B1	B2
E BILBAO01		Spanish	English	B1 Spanish or English	B2 Spanish or English

**-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>

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### 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:

<sup>6</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>

[-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/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>

#### **At the UPV/EHU:**

The UPV/EHU has a Disabled People's Service (<http://www.ikasleak.ehu.es/p202-shdischm/en/>) who works in the three campuses to attend to the needs of the university population with disabilities, taking into account each person's individual circumstances.

#### **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
<b>I UDINE01</b>	15 May (nomination letter)	30 September (nomination letter)
<b>E BILBAO01</b>	June 30 <sup>th</sup>	November 30 <sup>th</sup>

##### **I UDINE01**

- **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](mailto: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.

##### **E BILBAO01**


- **E BILBAO01** institution will send its decision within **5** weeks.
- A Transcript of Records will be issued by **E BILBAO01** no later than **5** weeks after the assessment period has finished at the receiving HEI

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

Institution [Erasmus code]	Website for information
<b>I UDINE01</b>	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>
<b>E BILBAO01</b>	<a href="https://www.ehu.es/en/web/nazioarteko-harremanak/en-grading-system-information">https://www.ehu.es/en/web/nazioarteko-harremanak/en-grading-system-information</a> 

### 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
<b>I UDINE01</b>		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>
<b>E BILBAO01</b>	Ministerio de Asuntos Exteriores y Cooperación	<a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx</a> Further assistance: <a href="mailto:helpcentre4.internacional@ehu.es">helpcentre4.internacional@ehu.es</a>

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

**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.

**At the University of UPV/EHU:** Information and assistance can be provided by the following contact points and information sources:

European Commission (Employment, Social Affairs & Inclusion)  
<http://ec.europa.eu/social/main.jsp?catId=559>

Further assistance: [helpcentre4.internacional@ehu.es](mailto:helpcentre4.internacional@ehu.es)

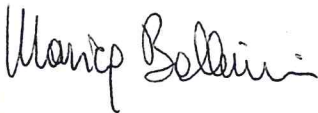



#### 4. Housing

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
<b>I UDINE01</b>		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>
<b>E BILBAO01</b>	Campus of Alava: <a href="mailto:helpcentre1.internacional@ehu.es">helpcentre1.internacional@ehu.es</a> Campus of Biscay (Leioa): <a href="mailto:helpcentre2.internacional@ehu.es">helpcentre2.internacional@ehu.es</a> Campus of Biscay (Bilbao): <a href="mailto:helpcentre3.internacional@ehu.es">helpcentre3.internacional@ehu.es</a> Campus of Gipuzkoa: <a href="mailto:helpcentre4.internacional@ehu.es">helpcentre4.internacional@ehu.es</a>	

#### H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
<b>I UDINE01</b>	Vice Rector for International Mobility prof. M. Ballerini	Feb. 2015		
<b>E BILBAO01</b>	Marta Barandiaran, Director for International Mobility	13.02.2015	 	

<sup>7</sup> Scanned signatures are accepted