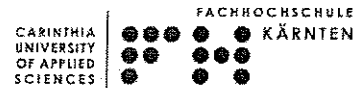




European Commission



University of Udine



Carinthia University of Applied Sciences

# Erasmus + Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2020<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 (e.g. 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="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
<b>FH Kärnten/</b> Carinthia University of Applied Sciences	A SPITTAL01	Head of International Office MMag. Aleksandra Jama Europastr. 4; 9524 Villach/St. Magdalen, Austria	<a href="http://www.fh-kaernten.at">www.fh-kaernten.at</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.

		e-mail: <a href="mailto:a.jama@fh-kaernten.at">a.jama@fh-kaernten.at</a> Tel: +43 5 90500 9902 Fax: +43 5 90500 89902	
	I UDINE01	<b>Professor/departmental coordinator:</b>  Maurizio MASSARO <a href="mailto:maurizio.massaro@uniud.it">maurizio.massaro@uniud.it</a> DIES - DIPARTIMENTO DI SCIENZE ECONOMICHE E STATISTICHE  <b>Professor/departmental coordinator:</b> Luca SELMI <a href="mailto:luca.selmi@uniud.it">luca.selmi@uniud.it</a> DIEG - DIPARTIMENTO DI INGEGNERIA ELETTTRICA, GESTIONALE E MECCANICA	Prof. FRANGIPANE A. <i>anna.frangipane@uniud.it</i> (architetto)
	A SPITTAL01	International Co-ordinator of the Study Area Management Ms. Janet Brown MA MA e-mail: <a href="mailto:j.brown@fh-kaernten.at">j.brown@fh-kaernten.at</a> Tel.: +43 5 90500 1207 and Ms. Nicola Jayne Benjamin-Leitner B.A. e-mail: <a href="mailto:n.benjamin-leitner@fh-kaernten.at">n.benjamin-leitner@fh-kaernten.at</a> Tel.: +43 5 90500 1226 Europastr. 4; 9524 Villach/St. Magdalen, Austria  International Co-ordinator of the Study Area Civil Engineering and Architecture Mag. Mark Tolson Villacher Strasse 1, 9800 Spittal/Drau, Austria e-mail: <a href="mailto:m.tolson@fh-kaernten.at">m.tolson@fh-kaernten.at</a> Tel.: +43 5 90500 1134  International Coordinator of the study area Geoinformation: FH-Prof. Mag. Dr. MSc., MAS Gernot Paulus Europastrasse 4, A-9524 Villach/ St. Magdalen Tel: +43 5 90 500 2240 <a href="mailto:g.paulus@fh-kaernten.at">g.paulus@fh-kaernten.at</a>	<a href="http://www.fh-kaernten.at/wirtschaft-management/studienueberblick.htm">http://www.fh-kaernten.at/wirtschaft-management/studienueberblick.htm</a>  <a href="http://www.fh-kaernten.at/bauingenieurwesen-architektur/studienueberblick.htm">http://www.fh-kaernten.at/bauingenieurwesen-architektur/studienueberblick.htm</a>  <a href="http://www.fh-kaernten.at/engineering-it/studienueberblick.html">http://www.fh-kaernten.at/engineering-it/studienueberblick.html</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	TO	Subject area code [ISCED] + Subject area name	Study cycle [1 <sup>st</sup> cycle or undergraduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each student S [number of months]
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]						

<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>)

I UDINE 01	A SPITTAL 01	340 business and administration	X	X	X	2U/2P	6
		522, 523 electronics and automation, electricity and energy	X	X		1 - 1	6 - 12
		58 Architecture and building; 582 building and civil engineering	x	x		4	6
A SPITTAL 01	I UDINE01	345 Management and administration	X			2	2x6months = 12 months
		58 Architecture and building		X		2	2x6months = 12 months
		582 Building and civil engineering		X		2	2x6months = 12. months
		520 Engineering and engineering trades (broad programmes)		X		2	2x6months = 12 months

### C. Teaching Staff Mobility per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subje ct area code * [ISCED I]	Subject area name*	Number of staff mobility periods	
				Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	A SPITTAL01	340	business and administration	1x3days= 3 days	
		522, 523	electronics and automation, electricity and energy	1x3days= 3 days	
		58, 582	Architecture, building and civil engineering	1x3 days_ 3 days	
A SPITTAL01	I UDINE01	345	Management and administration	1x3days= 3days	
		58	Architecture and building	1x3days= 3 days	
		582	Building and civil engineering	1x3days= 3 days	

			To be defined		
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## 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 (only for P courses)	B1(ITA)/B2(ENG for P Courses)	
A SPITAL 01	345	German or English depending on the chosen course	-	B2 Level	B2 level
A SPITAL 01	58	German	-	C1 level	B2 level
A SPITAL 01	582	German	-	C1 level	B2 level
A SPITAL 01	520	English	-	C1 level	B2 level

- 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>

## E. Additional requirements

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:

<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/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>

### **Carinthia University of Applied Sciences**

- CUAS Outgoing students will be selected for the study abroad semester according to their academic results, motivation and language skills.
- Incoming students to CUAS must submit either a language certificate ie. IELTS or TOEFL **OR** a Language Proficiency Recommendation signed by the language lecturer from the sending institution. Should this not be possible, the CUAS International Departmental Coordinators reserve the right to conduct a Skype interview with the nominated Incoming students in order to assess the language ability to ensure academically successful experience at CUAS. In that case, the interview is a part of the application procedure.
- The Incoming students are to register through an online application system. The information is given on <http://www.fh-kaernten.at/en/international-office/incoming-exchange-students.html> Deadlines for Incoming Exchange Students applications are: 31 May for the fall semester and 30 November for the spring semester.
- Incoming Staff Members for Teaching and Training Mobility should apply by CUAS at least in the semester before the exchange is planned. In case of limited capacities by CUAS a new date for the exchange could be offered. Due to organisational reasons, exchanges within the months of July-September, and February are not possible and in the months of October and March are not recommended.
- Special needs students can find further information on: <http://www.fh-kaernten.at/en/studentslife/facilities-for-special-needs-students.html>

### **F. Calendar**

1. Applications/information on nominated students must reach the receiving institution by:

<b>Receiving institution [Erasmus code]</b>	<b>Autumn term, or full year</b>	<b>Spring term</b>
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
A SPITTAL01	31 May	30 November

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](mailto: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.
5. ASPITTAL01 as a receiving institution will send its decision within six weeks after the application deadline.

6. 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.

7. A Transcript of Records will be issued by ASPITTAL01 as a receiving institution ideally six weeks after the assessment period and no later than 4 weeks after the semester ended.

8. 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 the webpage is:

Institution [Erasmus code]	WEB PAGE
I UDINE01	<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>
A SPITTAL01	The grading system used at CUAS is presented on: <a href="http://www.fh-kaernten.at/en/about-cuas/grading-scheme-grading.html">http://www.fh-kaernten.at/en/about-cuas/grading-scheme-grading.html</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
I UDINE01		<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>
A SPITTAL01	International Office Europastr. 4; 9524 Villach/St. Magdalen, Austria e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a> Tel: +43 5 90500 9902/-9903 Fax: +43 5 90500 89002/-89003	<a href="http://www.fh-kaernten.at/en/studentlife/useful-information-for-mobile-students.html">http://www.fh-kaernten.at/en/studentlife/useful-information-for-mobile-students.html</a>

### 3. Insurance

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.

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.

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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>A SPITTAL 01</b>	International Office Europastr. 4; 9524 Villach/St. Magdalen, Austria e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a> Tel: +43 5 90500 9902/-9903 Fax: +43 5 90500 89002/-89003	<a href="http://www.fh-kaernten.at/en/studentlife/medical-facilities-and-health-care.html">http://www.fh-kaernten.at/en/studentlife/medical-facilities-and-health-care.html</a>


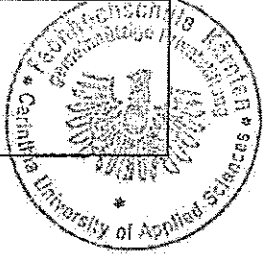
### 4. Housing

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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
A SPITTAL01	International Office Europastr. 4; 9524 Villach/St. Magdalen, Austria e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a> Tel: +43 5 90500 9902/-9903 Fax: +43 5 90500 89002/-89003	<a href="http://www.fh-kaernten.at/en/studentlife/accomodation.html">http://www.fh-kaernten.at/en/studentlife/accomodation.html</a>

### H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	2/12/13	<i>Mario Ballerini</i>	
A SPITAL01	Dr Dietmar Brodel Rector	4.12.2013	<i>Dr Brodel</i>	

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