



European Commission



University of Udine



NOVA
UNIVERZA
EVROPSKA
PRAVNA
FAKULTETA

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-2021²

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 PIC-Number 999899281	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	https://www.uniud.it/en/uniud-international/incoming-exchange-students general course catalogue: https://www.uniud.it/en/education/offer courses held in english: https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses

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.

	I UDINE01	Academic contact: prof. Elisabetta Bergamini elisabetta.bergamini@uniud.it	
EUROPEAN FACULTY OF LAW Delpinova ulica 18/b, 5000 Nova Gorica	SI NOVA-GO04	General information E-mail: info@evro-pf.si Tel.:+386 5 338 44 00 Erasmus coordinator Ms. Nataša Kolavčič International.department@evro-pf.si Tel.:+386 5 338 44 04 Academic coordinator prof. dr. Arne Mavčič E-mail: amavcic@concourts.net	European Faculty of law General webpage: www.evro-pf.si International relations and Erasmus+ https://www.evro-pf.si/en/activities/international-cooperation/

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 students	Duration of stay for each student [number of months]
I UDINE01	SI NOVA-GO04	0421 Law	1 st cycle	2 nd cycle	3 rd cycle	Total max. 3	6 months
SI NOVA-GO04	I UDINE01	0421 Law	X	X	X	2	6

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>)

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	SI NOVA- G004	0421	Law	2	Min. 8 Hours
SI NOVA- G004	I UDINE01	0421	Law	2	Min. 8 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 instruc- tion 1	Language of Instruc- tion 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 if required	B1	
SI NOVA- G004		Slovenian	English if required	B1	

-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://www.uniud.it/en/uniud-international?set_language=en

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>

- **European Faculty of law:** information about English study courses can be found at: <https://www.evro-pf.si/en/activities/international-cooperation/useful-information/>

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:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

European faculty of law

The original transcript of records (no carbon copy is accepted) with the exams done by the Slovenian student can be given or sent directly to him/her OR to the International Relations and Mobility Office of SI NOVA-GO04.

The Learning Agreement or the changed Learning Agreement has to be given to the Slovenian 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 the faculty_or consult directly with the Erasmus coordinator of European faculty of law.

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)	30 September (nomination)
SI NOVA-GO04	15 th May (nomination letter)	15 th November (nomination letter)

- **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 jss@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.

European faculty of law

The SI NOVA-GO04 will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from SI NOVA-GO04 (such as online nominations etc...).

Partner Universities have to send a detailed Erasmus nomination list by e-mail to international.department@evro-pf.si. It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

The SI NOVA-GO04 will send its decision (Information package) within 8 weeks at the maximum from the reception of the nomination letter.

Erasmus incoming student at the SI NOVA-GO04 has to collect the Transcript of Records before leaving Slovenia, otherwise the Transcript of Records will be issued and sent by the SI NOVA-GO04 no later than 5 weeks directly to the personal post address of the student.

Termination or modification of the agreement SI NOVA-GO04:

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 our webpage is

[Erasmus code]	WEB PAGE
I UDINE01	https://www.uniud.it/en/unlud-international/incoming-exchange-students/during-your-stay/ects
SI NOVA-GO04	Grading system: ECTS – A = excellent (10), (91 % – 100 % correct) ECTS – B = very good (9), (81 % – 90 % correct) ECTS – C = very good (8), (71 % – 80 % correct) ECTS – D = good (7), (61 % - 70 % correct) ECTS – E = satisfactory (6), (51% – 60 % correct) See also:

	https://www.evro-pf.si/en/activities/international-cooperation/useful-information/
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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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
SI NOVA-GO04	international.department@evro-pf.si +386 5 338 44 06	The instructions for incoming foreign students, professors and researchers are available at: https://www.evro-pf.si/en/activities/international-cooperation/useful-information/

3. Insurance

I UDINE01 and SI NOVA-GO04

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: SI NOVA-GO04, international.department@evro-pf.si . +386 5 338 44 06.

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.





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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
SI NOVA-G004	Ms. Nataša Kolavčič, international.department@evro-pf.si +386 5 338 44 06	See Erasmus+ students – info package https://www.evro-pf.si/en/activities/international-cooperation/useful-information/

H. SIGNATURES OF THE INSTITUTIONS (LEGAL REPRESENTATIVES)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for Erasmus+ Studio Mobility prof. Rossana Vermiglio	27/11/2014		
SI NOVA-G004	Mag. Olga Jambrek, CEO of European Faculty of law	27/11/2014		

⁷ Scanned signatures are accepted