



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 2018/2021

### between programme countries

### [Minimum requirements]<sup>2</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>3</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  PIC-Number 999899281	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	Homepage for Incoming Students: <a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students</a>  General course catalogue: <a href="http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso">http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso</a>  Courses held in English: <a href="http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a>

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

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

UNIVERSITÀ DI UDINE	I UDINE01	<b>Academic contact:</b> Prof.ssa Laura Montanari Dipartimento di Scienze giuridiche via Treppo n. 18, 33100 Udine laura.montanari@uniud.it	<a href="https://www.uniud.it/it/didattica/corsi-studenti-iscritti">https://www.uniud.it/it/didattica/corsi-studenti-iscritti</a>
UNIVERSIDAD COMPLUTENSE DE MADRID	E MADRID03	Dr. Nieves Sánchez <b>Bilateral Agreements</b> Oficina Erasmus Edificio de Estudiantes Avda. Complutense, s/n Ciudad Universitaria 28040 Madrid España rrinter@ucm.es <b>Departmental Coordinator</b> Prof. José María Coello de Portugal  Vicedecano de Relaciones Internacionales e Institucionales Facultad de Derecho-UCM	<a href="http://www.ucm.es">www.ucm.es</a> <a href="http://derecho.ucm.es">derecho.ucm.es</a>

**B. Student Mobility numbers<sup>4</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 undergraduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Total Number of students	Duration of stay for each student [number of months]
I UDINE01	E MADRID03	0421 – LAW	X	X	X	2	6
E MADRID03	I UDINE01	0421 – LAW	X	X	X	2	6

<sup>4</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 MADRID03	0421	Law	1 * 7 days	8 hours a week - 1 week
E MADRID03	I UDINE01	0421	Law	1 * 7 days	8 hours a week - 1 week

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English (only few courses, not corresponding to the main subjects)	B1	B2
E MADRID03		Spanish		B1 C1 for Master	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: <http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

<sup>5</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>

## 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/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

### E MADRID03

- *The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection.*
- *Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. <https://www.ucm.es/oipd> or <https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities->*
- *Staff Mobility for Training and for Teaching: Complutense University welcomes applications from foreign Staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accept a staff visitor. Applications must be sent to [rinter@ucm.es](mailto:rinter@ucm.es) at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during Summer (i.e. July-August) in the Academic year.*
- *Master students need to have the approval of the Master coordinators of our Faculty to take Master courses.*
- *Master level students (2<sup>nd</sup> cycle) must have passed 240 ECTS credits.- students will provide the following documents to the International Relations office of corresponding Faculty/School:- CV, transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator.*
- *Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability*
- *PhD students need to send a master certificate to the International Relations office of corresponding Faculty/School. . PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.*
- *It is **not possible** for student to hand-in their final MA/PhD Thesis at the host institution. **Final theses need to be graded by the home institution.***
- *Full time credit load at each UCM: Students will be awarded ECTS credits when they have passed the assessments corresponding to the courses to which ECTS credits are allocated.*
  - *1 full academic year= 60 credits*
  - *1 semester= 30 credits*
  - *1 term/ trimester= 15 credits*

[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
<b>I UDINE01</b>	15 May (nomination letter)	30 September (nomination letter)
E MADRID03	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a> Partner institutions should send nominations using the Moveon e-Nomination system <a href="http://www.moveonnet.eu/myinstitution/enomination">www.moveonnet.eu/myinstitution/enomination</a>	

- **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.

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 our webpage is

[Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>
<b>E MADRID03</b>	E MADRID03: <a href="http://www.ucm.es/sistema-de-evaluacion">http://www.ucm.es/sistema-de-evaluacion</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/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students</a>
<b>E MADRID03</b>		<p>Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay.</p> <p>For details please visit:</p> <p><a href="https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante">https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante</a></p> <p><a href="https://www.ucm.es/english/visa">https://www.ucm.es/english/visa</a></p>

### 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.

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>E MADRID03</b>	<p>Health insurance is obliged.</p> <p><b>EU-inhabitants:</b> European Health Insurance Card (= blue card)</p> <p><b>Non-EU:</b> a copy of your application for health insurance in Spain</p> <p><b>Traineeships:</b> A civil liability insurance is mandatory</p>	<p><a href="http://europa.eu/youreurope/citizens/health/index_en.htm">http://europa.eu/youreurope/citizens/health/index_en.htm</a></p> <p><a href="https://www.ucm.es/english/madrid-healthcare-system-1">https://www.ucm.es/english/madrid-healthcare-system-1</a></p>

### 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		<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine">http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine</a>
E MADRID03		<a href="http://www.ucm.es/housing">http://www.ucm.es/housing</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>	stamp
I UDINE01	Vice Rector for Erasmus+ Mobility prof. R. Vermiglio	6.11.17		
E MADRID03	Prof. Isabel Durán Vicerrectora de Relaciones Internacionales TEL:+34 91 394 6957 FAX:+34 91 394 6956	30/10/2017		

<sup>6</sup> Scanned signatures are accepted