



# Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -  
Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2016-2018<sup>2</sup> between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ 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 (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  Academic contact; Prof. Alessandro Gasparetto	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-">http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-</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> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Via Palladio 8 33100 UDINE Alessandro.gasparetto@uniud.it	<a href="#">other-languages/courses</a>
Odisee vzw	B BRUSSEL48	Institutional Coordinator: Bart Hempen Inter-Institutional Agreement Coordinator: Willem vanden Berg <a href="mailto:international@odisee.be">international@odisee.be</a>	<a href="http://www.odisee.be">www.odisee.be</a>

#### B. Mobility numbers<sup>4</sup> per 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 January 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 [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Total number of students	Total number of months
I UDINE01	B BRUSSEL48	071 / 0714	Engineering / Electronics and automation (Electromechanics)	1st	2 Students x 6 Months = 12 months	
B BRUSSEL48	I UDINE01	071 / 0714	Engineering / Electronics and automation (Electromechanics)	1st	2 Students x 3 Months = 6 months	
I UDINE01	B BRUSSEL48	071 / 0715	Engineering / Electricity and energy (Energy Technology)	1st	2 Students x 6 Months = 12 months	
B BRUSSEL48	I UDINE01	071 / 0715	Engineering / Electricity and energy (Energy Technology)	1 <sup>st</sup>	2 Students x 3 Months = 6 months	

[\*Optional: Though subject area code & name and study cycle are optional, the specification of the number of students/staff is requested. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code *	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *

<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>)

		[ISCED]		Total number of days of training period	
				teaching period	period
I UDINE01	B BRUSSEL48	071 / 0714	Engineering / Electronics and automation (Electromechanics)	1 Min. 8 hrs of Teaching	1 Min. 2 days
B BRUSSEL48	I UDINE01	071 / 0714	Engineering / Electronics and automation (Electromechanics)	1 Min. 8 hrs of Teaching	1 Min. 2 days
I UDINE01	B BRUSSEL48	071 / 0715	Engineering / Electricity and energy (Energy Technology)	1 Min. 8 hrs of Teaching	1 Min. 2 days
B BRUSSEL48	I UDINE01	071 / 0715	Engineering / Electricity and energy (Energy Technology)	1 Min. 8 hrs of Teaching	1 Min. 2 days

[\*Optional: subject area code & name and study cycle are optional. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

### C. 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]	Language of instruction <sup>1</sup>	Language of instruction <sup>2</sup>	Recommended language of instruction level <sup>5</sup>	
			Student Mobility for Studies [Minimum recommended level: B <sub>1</sub> ]	Staff Mobility for Teaching [Minimum recommended level: B <sub>2</sub> ]
I UDINE01	Italian	English (limited courses)	A <sub>1</sub>	B <sub>2</sub>
B BRUSSEL48	Dutch	English	B <sub>1</sub> in English recommended	B <sub>2</sub> in English recommended

\*B<sub>1</sub> is equivalent to ILTS 6.5 or TOEFL iBT 79/8

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<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>

## D. Additional requirements

### *I UDINE01:*

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>

### Additional requirements at the University of Teacher Education in Styria:

Welcome Days are compulsory for incoming students.

Winter term - Beginning of October

Summer term - End of February

Buddy-System for incoming students

Come2Graz - International Week for incoming staff: Second or third week of May each year.

Wheelchair accessible campus

*B BRUSSEL48 welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (10 months prior to arrival).*

## E. Calendar

1. Applications/information of nominated students must reach the receiving institution

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I UDINE01	May 15 (nomination letter)	September 30 (nomination letter)
B BRUSSEL48	(Online) registration: before 15 June	(Online) registration: before 15 November

*[\* to be adapted in case of a trimester system]*

- **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.
2. The receiving institution will send its decision within 4 weeks.
  3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
  4. Termination of the agreement
- This bilateral agreement may be amended by mutual written consent of the two parties during the agreement period. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1. September 20XX will only take effect as of 1. September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems of the institutions

#### I UDINE<sub>01</sub>:

<http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students>

Source: Federal Ministry of Science and Research, Unit I/7, Nov. 2011

#### B BRUSSEL<sub>4,8</sub>:

[http://www.odisee.be/HUB\\_KAHO/Huidig-student/Huidig-student-Studentenadministratie/\(24,131\)-Huidig-student-Huidig-student-Studentenadministratie-Onderwijs--en-examenreglement.html](http://www.odisee.be/HUB_KAHO/Huidig-student/Huidig-student-Studentenadministratie/(24,131)-Huidig-student-Huidig-student-Studentenadministratie-Onderwijs--en-examenreglement.html)

A	18
B	16
C	14
D	12
E	10
FX	9
F	5
No participation	NA
Pass with distinction	14
Pass	12
Fail	5

## 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:

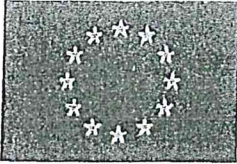
Institution (Erasmus code)	Contact details (email, phone)	Website for information
I UDINE01		<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students</a>
B BRUSSEL48	Campus Brussels: Stefanie Derks  Campus Ghent, Aalst, Sint-Niklaas: Caroline van der Veer <a href="mailto:international@odisee.be">international@odisee.be</a>	<a href="http://www.odisee.be">www.odisee.be</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.

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:

Institution (Erasmus code)	Contact details (email, phone)	Website for information
I UDINE01	/	/
B BRUSSEL48	Gunter Elebaut: <a href="mailto:gunter.elebaut@odisee.be">gunter.elebaut@odisee.be</a>	<a href="http://www.odisee.be">www.odisee.be</a>



Università degli Studi di Udine

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	iss@uniud.it	<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>
B BRUSSEL48	Campus Brussels: Marieke Steurs <a href="mailto:housing@odisee.be">housing@odisee.be</a>  Campus Ghent, Aalst, Sint-Niklaas: Bie Van de Casteele <a href="mailto:bie.vandecasteele@odisee.be">bie.vandecasteele@odisee.be</a>	<a href="http://www.odisee.be">www.odisee.be</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	University stamp
I UDINE01	prof.ssa M. Ballerini, Delegate of the Chancellor for the Erasmus	Nov. 15		
B BRUSSEL48	Mia Sas  Managing director	Nov. 15		

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