



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

	<b>I UDINE01</b>	Academic contact: prof. Alessandro Gasparetto alesandro.gasparetto@uniud.it	
Odisee vzw	B BRUSSEL48	Institutional Erasmus+ Co-ordinator: Bart Hempen  <a href="mailto:international@odisee.be">international@odisee.be</a>	<a href="http://www.odisee.be">www.odisee.be</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 undergr aduate ]	Number of students	Duration of stay for each student [number of months]
<b>I UDINE01</b>	B BRUSSEL48	071 Mechanics and Metal Trades (Mechanical Eng.); 0713 Electricity & Energy	X	2	5
B BRUSSEL 48	<b>I UDINE01</b>	071 Mechanics and Metal Trades (Mechanical Eng.); 0713 Electricity & Energy	X	2	5
<b>I UDINE01</b>	B BRUSSEL48	071 Mechanics and Metal Trades (Mechanical Eng.); 0715 Design and Production Technology	X	2	5
B BRUSSEL 48	<b>I UDINE01</b>	071 Mechanics and Metal Trades (Mechanical Eng.); 0715 Design and Production Technology	X	2	5

<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>)

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**C. Teaching Staff Mobility per academic year**

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCE D]	Subject area name *	Number of staff mobility periods			
				Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)	Staff Mobility for Training	Average duration in days
I UDINE01	B BRUSSEL48	071; 0713	Mechanics and Metal Trades (Mechanical Eng.); Electricity & Energy	2	1	1	2
B BRUSSEL 48	I UDINE01	071; 0713	Mechanics and Metal Trades (Mechanical Eng.); Electricity & Energy	2	1	1	2
I UDINE01	B BRUSSEL48	071; 0715	Mechanics and Metal Trades (Mechanical Eng.); Design and Production Technology	2	1	1	2
B BRUSSEL 48	I UDINE01	071; 0715	Mechanics and Metal Trades (Mechanical Eng.); Design and Production Technology	2	1	1	2

B BRUSSEL 48	I UDINE						
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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 A1	English	B1	B1
B BRUSSEL48		Dutch	English	B1	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: [https://www.uniud.it/en/uniud-international?set\\_language=en](https://www.uniud.it/en/uniud-international?set_language=en)

#### 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>**

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

*[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.]*

<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>

## 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)	30 September (nomination)
<b>B BRUSSEL48</b>	(Online) registration: before 15 June	(Online) registration: before 15 November

- **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.

## G. Information

### 1. Grading systems of the institutions

The link to our webpage is

[Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>
<b>B BRUSSEL48</b>	See below: <a href="https://student.odisee.be/node/712">https://student.odisee.be/node/712</a>

**B BRUSSEL48:**

A	18
B	16
C	14
D	12
E	10
FX	9
F	7
No participation	NA

Pass with distinction	14
Pass	12
Fail	7

Table above is situation 2018-2019, updates are available online: <https://student.odisee.be/node/712>

## **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="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
B BRUSSEL48	Stefanie Derks Caroline van der Veer <a href="mailto:incoming.exchange@odisee.be">incoming.exchange@odisee.be</a>	<a href="http://www.odisee.be">www.odisee.be</a>

## **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.

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>
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## **4. Housing**

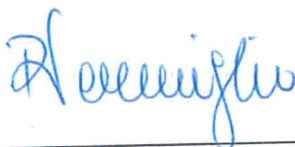


The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
B BRUSSEL48	Campus Brussels: Marieke Steurs	<a href="http://www.odisee.be">www.odisee.be</a>

	<p>housing@odisee.be</p> <p>Campus Ghent, Aalst, Sint-Niklaas:</p> <p>incoming.exchange@odisee.be</p>	
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H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	10.01.18		
B BRUSSEL48	Joris Rossie Managing director	14/12/2017		 DIENST INTERNATIONALISERING International Relations Office Warmoesberg 26 B-1000 Brussel

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

