

# Erasmus + Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional agreement 2015-2020 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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DEL PAÍS VASCO/ EUSKAL HERRIKO UNIBERTSITATEA (UPV/EHU) (University of the Basque Country)	E BILBAO01	<b>Marta Barandiaran,</b> <b>Director for International Mobility</b> Edificio Rectorado, Barrio Sarriena s/n – 48940 LEIOA (BIZKAIA) – SPAIN Phone: +34 94 6012165 Fax: +34 94 6013590 <a href="mailto:directora.internacional@ehu.es">directora.internacional@ehu.es</a> <b>Bilateral Agreements,</b> <b>International Relations Office</b> Vicerrectorado de Proyección Internacional Edificio Ignacio M <sup>a</sup> Barriola – 1 <sup>a</sup> pl. Plaza Elhuyar, 1 // 20018 DONOSTIA- SAN SEBASTIAN (GIPUZKOA) – SPAIN Phone: +34 943 018136 Fax: +34 943 018230 <a href="mailto:agreements.international@ehu.es">agreements.international@ehu.es</a>	<a href="http://www.relaciones-internacionales.ehu.es">http://www.relaciones-internacionales.ehu.es</a>
UNIVERSITY COLLEGE OF ENGINEERING OF VITORIA – ESCUELA UNIVERSITARIA DE INGENIERÍA DE VITORIA	E BILBAO01	<b>Academic Contact:</b> <b>Estibaliz Apifañiz,</b> <b>Vice-Dean for International Relations</b> Nieves Cano, 12	<a href="http://www.ehu.es/eui">http://www.ehu.es/eui</a>

		01006 VITORIA-GASTEIZ (ALAVA) – SPAIN Phone: +34 945 013232 Fax: +34 945 013270 estibaliz.apinaniz@ehu.es	
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	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	http://www.uniud.it/international-area/incoming-mobility  general course catalogue: http://www.uniud.it/didattica/facolta  courses held in english: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
[...]		<b>Academic contact:</b> Alessandro Gasparetto - DIEG alessandro.gasparetto@uniud.it	

## B. Mobility numbers<sup>1</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	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E BILBAO01	I UDINE01	0715	Mechanics and metal trades	1 <sup>st</sup>	2 students x 6 months each = 12	
I UDINE01	E BILBAO01	0715	Mechanics and metal trades	1 <sup>st</sup>	2 students x 6 months each = 12	

FROM	TO	Subject	Subject area name	Number of staff mobility periods
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<sup>1</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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>area code</i> * [ISCED]	*	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E BILBAO01	I UDINE01	521	Mechanics and metal work	1 person x 5 days	
I UDINE01	E BILBAO01	521	Mechanics and metal work	1 person x 5 days	

### 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E BILBAO01		Spanish	English	B1 Spanish or English	B2 Spanish or English
I UDINE01		Italian	English	B1 Italian or English	B2 Italian or English

For more details on the language of instruction recommendations, see the course catalogue of each institution.

## D. Additional requirements

The UPV/EHU has a Disabled People's Service (<http://www.ikasleak.ehu.es/p202-shdischm/en/>) who works in the three campuses to attend to the needs of the university population with disabilities, taking into account each person's individual circumstances.

### 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/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/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](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)

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
E BILBAO01	June 30 <sup>th</sup>	November 30 <sup>th</sup>
I UDINE01	15 May (nomination letter)	30 September (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 [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 **2** weeks.

3. A Transcript of Records will be issued by the receiving institution no later than **2** weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

This agreement will take effect in the **2014** academic year being valid for a period of **6** years, and will be tacitly renewed for further identical periods.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.
- II. Termination of the agreement will not be penalised.

*"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

<http://go.ehu.es/gradingsystem>



#### ECTS grading scale:

ECTS Grade	Spanish Grade	Definition	
A	10	EXCELLENT	outstanding performance with only minor errors
B	9	VERY GOOD	above the average standard but with some errors
C	8	GOOD	generally sound work with a number of notable errors
D	6, 7	SATISFACTORY	fair but with significant shortcomings
E	5	SUFFICIENT	performance meets the minimum criteria
FX	4	FAIL	some more work required before the credit can be awarded
F	1 ÷ 3	FAIL	considerable further work is required

#### ECTS credits:

one semester  
**30 ECTS credits**

one full academic year  
**60 ECTS credits**

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>

## 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
E BILBAO01	Ministerio de Asuntos Exteriores y Cooperación	<a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx</a> Further assistance: <a href="mailto:helpcentre4.internacional@ehu.es">helpcentre4.internacional@ehu.es</a>
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>

## 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.

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
E BILBAO01	European Commission (Employment, Social Affairs & Inclusion)	<a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> Further assistance: <a href="mailto:helpcentre4.internacional@ehu.es">helpcentre4.internacional@ehu.es</a>

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>
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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
E BILBAO01	Campus of Alava: <a href="mailto:helpcentre1.internacional@ehu.es">helpcentre1.internacional@ehu.es</a> Campus of Biscay (Leioa): <a href="mailto:helpcentre2.internacional@ehu.es">helpcentre2.internacional@ehu.es</a> Campus of Biscay (Bilbao): <a href="mailto:helpcentre3.internacional@ehu.es">helpcentre3.internacional@ehu.es</a> Campus of Gipuzkoa: <a href="mailto:helpcentre4.internacional@ehu.es">helpcentre4.internacional@ehu.es</a>	 <a href="http://www.relaciones-internacionales.ehu.es/p274-content/es/contenidos/informacion/rrii_accommodation/es_inf/accommodation.html">http://www.relaciones-internacionales.ehu.es/p274-content/es/contenidos/informacion/rrii_accommodation/es_inf/accommodation.html</a>
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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
E BILBAO01	Marta Barandiaran, Director for International Mobility	24.11.2014	 
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	5.11.14	 

<sup>2</sup> Scanned signatures are accepted