



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 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, Erasmus code and address (and department, where relevant)	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF MARIBOR <b>SI MARIBOR01</b> Slomškovo trg 15, 2000 Maribor, Slovenia	Uroš Kline +386 2 2355 342 erasmus@um.si	<a href="http://www.um.si/en/international/erasmus/Pages/Faculties-information.aspx">http://www.um.si/en/international/erasmus/Pages/Faculties-information.aspx</a>
UNIVERSITA' DEGLI STUDI DI UDINE <b>I UDINE01</b> Via Palladio 8, 33100 Udine, Italy	<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 +39-0432-556218/556497Fedora	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in English: <a href="http://www.uniud.it/i">http://www.uniud.it/i</a>

	Luca SELMI luca.selmi@uniud.it  DIEG - DIPARTIMENTO DI INGEGNERIA ELETTRICA, GESTIONALE E MECCANICA	international-area
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## B. Mobility numbers<sup>1</sup> per 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 *
SI MARIBOR01	I UDINE01	222	Foreign Language	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	<b>12 months</b> <b>2 students</b>	0
		5	Engineering, Manufacturing and Construction	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	<b>12 months</b> <b>2 students</b>	0
		522	Electricity and Energy	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	<b>12 months</b> <b>1 students</b>	0
I UDINE01	SI MARIBOR 01	222	Foreign Language	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	<b>12 months</b> <b>2 students</b>	0
		5	Engineering, Manufacturing and	1 <sup>st</sup> 2 <sup>nd</sup>	<b>12 months</b> <b>2 students</b>	0

<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>

			Construction	3 <sup>rd</sup>		
		522	Electricity and Energy	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	<b>12 months</b> <b>1 students</b>	0

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  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
SI MARIBOR01	I UDINE01	222	Foreign Language	<b>5 days</b> [1 STAFF=5 days]	0
I UDINE01	SI MARIBOR01	222	Foreign Language	<b>5 days</b> [1 STAFF=5 days]	0
SI MARIBOR01	I UDINE01	522	electricity and energy	<b>5 days</b> [1 STAFF=5 days]	1
I UDINE01	SI MARIBOR01	522	electricity and energy	<b>5 days</b> [1 STAFF=5 days]	1

### 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	Optional: Subject	Language of	Language of	Recommended language of instruction level <sup>2</sup>
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<sup>2</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>

[Erasmus code]	area	instruction 1	instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
SI MARIBOR01	-	EN	-	B1	B2
I UDINE01	-	I	EN	-	-

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

#### D. Additional requirements

For admission to the University of Maribor in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: <http://www.um.si/en/international/erasmus/Pages/Application-procedure-for-Erasmus-students.aspx>

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:

- <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>

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI MARIBOR01	July 1 – students from EU	December 1– students from EU
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

2. SI MARIBOR01: The receiving institution will send its decision within **3** weeks.

I UDINE01: The 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 (such as online nominations etc.).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc.).

4. The I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

5. SI MARIBOR01: 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.

I UDINE01: Erasmus incoming student at the I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by the I UDINE01 no later than 5 weeks directly to the personal post address of the student.

4. Termination of the agreement

A unilateral decision to discontinue or to change the exchanges notified to the other party by September of the current academic year will only take effect from the October of the following new academic year.

## F. Information

### 1. Grading systems of the institutions

SI MARIBOR01: The ECTS users' guide of University of Maribor is published at the following web page: <http://www.um.si/en/international/erasmus/Pages/ECTS-users-guide.aspx>

I UDINE01: <http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng>

### 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SI MARIBOR01	Uroš Kline <a href="mailto:erasmus@um.si">erasmus@um.si</a> tel.: +386 2 23 55 342	<a href="http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx">http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx</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>
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### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SI MARIBOR01	Uroš Kline <a href="mailto:erasmus@um.si">erasmus@um.si</a> tel.: +386 2 23 55 342	<a href="http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx">http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx</a>
I UDINE01	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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SI MARIBOR01	Uroš Kline <a href="mailto:uros.kline@um.si">uros.kline@um.si</a> tel.: +386 2 23 55 342	<a href="http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx">http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx</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
SI MARIBOR01	prof. dr. Danijel Rebolj, rector	17. 12. 2013	
I UDINE01	Prof. Dr. M. Ballerini Vice-Rector for International Mobility		

*Handwritten signature*  
*Dr.*