

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 2014-2020<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 (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	<u><a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a></u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <u><a href="mailto:iss@uniud.it">iss@uniud.it</a></u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<u><a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a></u>  general course catalogue: <u><a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a></u>  courses held in English: <u><a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a></u>

<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 BRUXEL89		
	I UDINE01	<b>Professor/departmental coordinator:</b> Alfredo SOLDATI <a href="mailto:alfredo.soldati@uniud.it">alfredo.soldati@uniud.it</a> DIMI - DIPARTIMENTO DI MATEMATICA E INFORMATICA	
	B BRUXEL89	Hélène Stiévenart International Relations Coordinator 150, rue Royale 1000 Bruxelles (BELGIUM) Tel: +32 2 227 35 25 <a href="mailto:relint@he-spaak.be">relint@he-spaak.be</a>	<a href="http://www.he-spaak.be/he-spaak/international-in.html">http://www.he-spaak.be/he-spaak/international-in.html</a>
	B BRUXEL89	M. Georges (for mechanics) <a href="mailto:georges@isib.be">georges@isib.be</a>  M. Humblet (for electricity) <a href="mailto:humblet@isib.be">humblet@isib.be</a>	general course catalogue: <a href="http://www.isib.be/index.php?option=com_content&amp;task=view&amp;id=16&amp;Itemid=74">http://www.isib.be/index.php?option=com_content&amp;task=view&amp;id=16&amp;Itemid=74</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 undergraduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	B BRUXEL89	521, 522 mechanics and metal work; electricity and energy	X			2	6

<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>)

B BRUXEL89	I UDINE01	521, 522 mechanics and metal work; electricity and energy	X			2	6

### 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	B BRUXEL89	521, 522	mechanics and metal work; electricity and energy	1	1 week
B BRUXEL89	I UDINE01	521, 522	mechanics and metal work; electricity and energy	1	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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English		
B BRUXEL89		French		B1	B2

- 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/international-area>

### E. Additional requirements

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>

#### **Additional requirements at Haute Ecole Paul-Henri Spaak**

*Apart from Dutch and English lessons, all lectures are taught in French. That is the reason why incoming students are expected to have a B1 French level. For Internship-Practice-Field placement: a B2-French is highly recommended.*

*If students do not feel confident in French, they can attend an intensive French class organized by a partner institution at the beginning of September.*

<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
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
B BRUXEL89	Application deadline : 1st JUNE	Application deadline : 1st DECEMBER

2. 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](mailto: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. 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.

6. 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*

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>
B BRUXEL89	<b>Haute Ecole Paul-Henri Spaak grading system</b>  In the Belgian higher education system, each course unit is graded on a scale from 0 to 20 points.

In order to pass from one year to the next, students should have at least 10/20 in each school subject and a comprehensive mark of 60%. It is important to note that a few exceptions can be made provided that reasons are given.

At the end of the academic year, the Belgian students receive a comprehensive evaluation mark out of 100%, which corresponds to a qualitative grade as follows:

90-100%	La plus grande distinction (Excellent)
80-90%	Grande distinction (Very Good)
70-80%	Distinction (Good)
60-70%	Satisfaction (Pass)
0- 60 %	Ajourné (Fail)

The incoming Erasmus students also get marks from 0 to 20 points for each subject. Based on these marks, and taking into account their ranking in the institution, they obtain the corresponding ECTS grade.

ECTS grade	HESPAAK grade	Percentage of successful students	Normally achieving the grade
A	16.6-20	10	excellent: outstanding performance with only minor errors
B	14.6-16.5	25	very good: above the average standard but with some errors
C	12.6-14.5	30	good: generally sound work with a number of notable errors
D/E	11.6-12.5	35	pass: performance meets the minimum criteria
FX	10-11.5	-	fail: some more work required before the credit can be awarded
F	0-9.9	-	fail: considerable further work is required

*Note:* when a student does not take an examination or a final assessment, this is reflected as Non présenté (Not presented).

This information should be posted on the Website soon

## 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/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-</a>

		renewal-of-residence-permit?lingua=eng
B BRUXEL89		

### 3. Insurance

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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>
B BRUXEL89		See student guide on: <a href="http://www.he-spaak.be/he-spaak/international-in.html">http://www.he-spaak.be/he-spaak/international-in.html</a>

## H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	27.11.2013	<i>Monica Ballerini</i>	

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

B BRUXEL89	Hélène Stiévenart International Relations Coordinator	26/11/2013	<del>Stiévenart</del>	
---------------	---	------------	-----------------------	---