



Erasmus+ Programme

Inter-institutional agreement 2015/16 - 2020/21

Between	Georg-August-Universität Göttingen Erasmus Code: D GÖTTING01 - ECHE Nr. 29749 Dr. Uwe Muuss, Director International Office Karen Denecke, Erasmus+ Coordination Göttingen International - The International Office International Relations & Mobility Programmes von-Siebold-Str. 2, 37075 Göttingen Phone: +49 551 39 21330, Fax: +49 551 391821330 Email: karen.denecke@zvw.uni-goettingen.de
and	Università degli Studi di Udine Erasmus Code: I UDINE01 - ECHE Nr. 29316 Ms. Claudia Schileo, Erasmus Administrative Officer Ms. Claudia Schileo, Erasmus Administrative Officer Centro Rapporti Internazionali Via Palladio, 8, 33100 Udine Phone: +39 43 25 56 22 1, Fax: +39 43 25 56 22 9 Email: claudia.schileo@amm.uniud.it

The institutions named above 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.

Mobility numbers: Student mobility for studies

Subject area	Study cycle	Direction	Number	Months (total)	Departmental Coordinators D GÖTTING01 / I UDINE01
Languages (023) (0239)	FST	DE > IT	2	20	Frau Meryll Rebello / Prof. Augusto Guida
Languages (023) (0239)	FST	IT > DE	2	20	Frau Meryll Rebello / Prof. Augusto Guida

Mobility numbers: Staff mobility for teaching

Subject area	Direction	Number	Weeks (total)	Departmental Coordinators D GÖTTING01 / I UDINE01
Languages (023) (0239)	DE > IT	1	2	Frau Meryll Rebello / Prof. Augusto Guida
Languages (023) (0239)	IT > DE	1	2	Frau Meryll Rebello / Prof. Augusto Guida


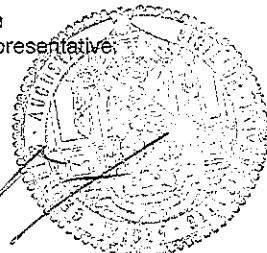
The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Further requirements and information about this agreement are included in two "Institutional data sheets", one for each of the institutions. These two documents are enclosed as two annexes and are an integral and necessary part of this Agreement. Both institutions agree to send an update of these Institutional fact sheets to the other party if significant changes occur.

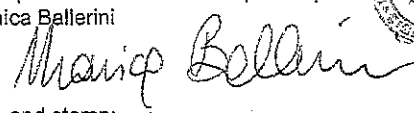

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions

Georg-August-Universität Göttingen
Name and position of the official representative:
Dr. Uwe Muuss
Director International Office
Date: 04.12.14
Signature and stamp:

Università degli Studi di Udine
Name and position of the official representative:
Prof. Monica Ballerini
Date: 04.12.14
Signature and stamp:

Contact details of departmental coordinators

Field	SMS	SMP	STA	Departmental coordinator - D GÖTTING01	Departmental coordinator - I UDINE01
023	X			<p>Frau Meryll Rebello, Erasmus Departmental Coordinator</p> <p>Seminar für Klassische Philologie Humboldtallee 19, 37073 Göttingen Phone: +49 551 39 4736, Fax: Email: meryll.rebello@phil.uni-goettingen.de</p>	<p>Prof. Augusto Guida, ERASMUS Departmental Coordinator</p> <p>Dipartimento di Studi Umanistici Udine Email: augusto.guida@uniud.it</p>
023			X	<p>Frau Meryll Rebello, Erasmus Departmental Coordinator</p> <p>Seminar für Klassische Philologie Humboldtallee 19, 37073 Göttingen Phone: +49 551 39 4736, Fax: Email: meryll.rebello@phil.uni-goettingen.de</p>	<p>Prof. Augusto Guida, ERASMUS Departmental Coordinator</p> <p>Dipartimento di Studi Umanistici Udine Email: augusto.guida@uniud.it</p>

Erasmus⁺ Programme

Annexes to Erasmus+ Inter-institutional agreement Institutional Factsheet 2015/16 – 2020/21

1. Institutional Information

1.1. Institutional details

Name of the institution	Georg-August-Universität Göttingen
Erasmus Code	D GOTTING01
EUC	29749
Institution website	www.uni-goettingen.de

1.2. Main contacts

Contact person	Dr. Uwe Muuss
Responsibility	Director International Office, Erasmus+ Institutional Coordinator
Contact details	International Office, von-Siebold-Str. 2, D- 37075 Göttingen ; email : international@uni-goettingen.de

Contact person	Karen Denecke
Responsibility	Erasmus+ Coordinator (IIA; STA & STA)
Contact details	International Office, von-Siebold-Str. 2, D- 37075 Göttingen, e- mail : karen.denecke@zvw.uni-goettingen.de

1.3. Partner Institution:

Name of the institution	UNIVERSITY OF UDINE
Erasmus Code	I UDINE01
EUC	29316
Institution website	http://www.uniud.it
Online course catalogue	general course catalogue: https://next.uniud.it/it/didattica courses held in english: http://www.uniud.it/international-area

1.4. Main contacts

Contact person	Claudia Schileo
Responsibility	Erasmus Administrative Officer
Contact details	Claudia.schileo@amm.uniud.it

Contact person	Prof. Augusto Guida
Responsibility	Erasmus Departmental Coordinator
Contact details	Augusto.guida@uniud.it

2. 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
I UDINE01				
D GOTTING01 (Subject area 0239)	German		Minimum recommended level: B1 No certificate required	C1

3. Additional requirements

D GOTTING01

Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incomings students will then be informed by the International Office of the receiving institution about the online application procedure.

Courses and Learning Agreement

- Incoming Erasmus students should take at least 60% of their workload from the Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties. This decision will be subject to the capacities of the faculties.
- Before arrival: Nominated incoming students should contact in time the Departmental Coordinator concerning the selection of courses: <http://www.uni-goettingen.de/de/47762.html>

Arrival

- It is recommended that incoming students meet the departmental coordinator contemporary after their arrival in Göttingen.
- Incoming students should participate in the introduction days of the International Office: <http://www.uni-goettingen.de/en/55917.html>

Staff

- Incoming teaching staff must be individually accepted by the department that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the department.

- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.

Agreements

- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen.

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/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>

4. Calendar

4.1 Student application deadlines:

Receiving institution	Autumn/Winter term ¹ [month]	Spring/Summer term ² [month]
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
D GÖTTING01	June 1 st	December 1 st

4.2 **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.

4.3 Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

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

4.5 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.

¹ To be adapted in case of a trimester system.

² To be adapted in case of a trimester system.

D GOTTING01

- 4.2 The receiving institutions will send their decisions within 4 weeks after deadline.
4.3 A Transcript of Records will be issued by the receiving institution no later than 8 - 12 weeks after the assessment period has finished at the receiving HEI.

D GOTTING01 + I UDINE01

Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

5. Information

	I UDINE01	D GOTTING01
WWW for Incoming Students	http://www.uniud.it/international-area/incoming-mobility	http://www.uni-goettingen.de/en/48483.html
WWW Course Catalogue	general course catalogue: https://next.uniud.it/it/didattica courses held in english: http://www.uniud.it/international-area	http://univz.uni-goettingen.de/qisserver/rds?state=user&type=0&topitem=&breadCrumbSource=&topitem=functions
Housing ³	http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng	http://www.uni-goettingen.de/en/21435.html
Contact details		accommodation@uni-goettingen.de
WWW Visa Information ⁴	http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng	http://www.uni-goettingen.de/en/24845.html
Contact details		Christiane.seack@zvw.uni-goettingen.de
WWW Insurance Information ⁵		http://www.uni-goettingen.de/en/48483.html

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ 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 ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.



Contact details		Christiane.seack@zvw.uni-goettingen.de
ECTS Users' Guide	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng	http://www.uni-goettingen.de/en/49275.html https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=W13IJ/C4BAsEahOBq6EGx/uaVbMkiQKT
WWW Students and Staff with Disabilities	http://www.uniud.it/international-area/students-enrolling/students-services/disabled-students-services	http://www.uni-goettingen.de/de/48483.html
Contact details		