



Erasmus+ Programme
Key Action 1
Mobility for learners and staff
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2021
between programme countries
Minimum requirements

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	Contact details (email, phone)	Website
Université Paris-Est Marne-la-Vallée	F PARIS225	Administrative Contact : Ms. Irina SIMION Head of International Office Tel : +33 1 95 60 70 25 Irina.Simion@u-pem.fr Mr Thierry BERKOVER Vice President Deputy International Relations Tel : +33 1 95 60 74 40 Thierry.Berkover@u-pem.fr 5 boulevard Descartes – Champs-sur-Marne 77454 Marne-la-Vallée Cedex 2 FRANCE	General Information : http://www.u-pem.fr/ Courses catalogue : http://www.u-pem.fr/formations/ ¹
UNIVERSITY OF UDINE International Relations and Mobility Office v. Palladio, 8	I UDINE01	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements	http://www.uniud.it/international-area/incoming-mobility

¹ Erasmus students may choose from either "Les Formations Licence" or "Les Formations Master". Click on the link for the "formation", and the list of courses appear under the tab "Enseignements". (Note: ERASMUS students cannot choose classes from "Les Formations Licence professionnelle").

33100 UDINE ITALY	<p>Fax +39-0432-556229 phone: +39-0432-556221</p> <p>International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497</p> <p>ACADEMIC CONTACTS: Prof. Orcalli A.(musicology) angelo.orcalli@uniud.it</p> <p>Prof. Harris N. (Library) Neil.Harris@uniud.it</p> <p>Prof. Quaresima L. (Audio-visual techniques) leonardo.quaresima@uniud.it</p>	<p>general course catalogue: http://www.uniud.it/didattica/facolta</p> <p>courses held in english: http://www.uniud.it/international-area</p>
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B. Mobility numbers 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	TO	Subject area code	Subject area name	Study cycle (1 st , 2 nd or 3 rd)	Number of student mobility periods	
					Student Mobility for Studies <i>Number of students x number of months</i>	Student Mobility for Traineeships <i>Number of students x number of months</i>
F PARIS225	I UDINE01	212	Music and musicology	1 st , 2 nd	2 x 10 = 20 months	
		322	Library, information, archive	1 st , 2 nd	2 x 10 = 20 months	
		213	Audio-visual techniques and media production	1 st , 2 nd	2 x 10 = 20 months	

I UDINE01	F PARIS225	212	Music and musicology	1 st , 2 nd	2 x 10 = 20 months
		322	Library, information, archive	1 st , 2 nd	2 x 10 = 20 months
		213	Audio-visual techniques and media production	1 st , 2 nd	2 x 10 = 20 months

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching <i>Number of staff x number of weeks</i>	Staff Mobility for Training <i>Number of staff x number of weeks</i>
F PARIS225	I UDINE01	TBD	To be determined	TBD	TBD
I UDINE01	F PARIS225	TBD	To be determined	TBD	TBD

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	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
F PARIS225	582	French		B1 * <i>*Exception : Tourisme, French Studies, Political Sciences and Economics : level B2</i>	B2
I UDINE01		italian	English or French	B1 Italian	

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

F. PARIS 225:

- Integration of mobile students : University French Autumn Course, French language courses during the academic year:
<http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/informations-utiles/cours-de-francais/>
- Disabled students:
<http://www.u-pem.fr/vie-du-campus/vie-etudiante/informations-sante-sociale-handicap/#c3773>

I UDINE01

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	Autumn term (month)	Spring term (month)
F PARIS225	15 May (nominations) 30 May (application forms)	1 November (nominations) 15 November (application forms)
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). **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 5 weeks
3. 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.
4. Termination of the agreement
In the event of early unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 June 20XX will only take effect as of 1 September 20XX+1. 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

F PARIS 225: <http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/etudiants-des-universites-europeennes/>

I UDINE01

Institution [Erasmus code]	WEB PAGE
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

Institution	Contact details	Website for information
F PARIS225	international@u-pem.fr	http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/etudiants-des-universites-europeennes/
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng

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:

Institution	Contact details	Website for information
F PARIS225	international@u-pem.fr	http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/etudiants-des-universites-europeennes/
I UDINE01		<p>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.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>


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	Contact details	Website for information
F PARIS225	international@u-pem.fr	http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/informations-utiles/logement/
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. Signatures of the institutions (legal representatives)

Institution	Name, function	Date	Signature ² and Official Stamp
F PARIS225	Gilles ROUSSEL President		<p>Pour le Président et par délégation, le Vice-Président Enseignement et Professionnalisation de l'Université Paris-Est Marne-la-Vallée Frédéric TOUMAZET</p>
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	20/01/14	<p>Maurice Ballerini</p> 

² Scanned signatures are accepted