



European Commission



University of Udine

Lue

# 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<br>(and department, where relevant)  | Erasmus code | Contact details <sup>4</sup><br>(email, phone)   | Website<br>(e.g. of the course catalogue)  |
|--|--------------|--|--|
| <b>UNIVERSITY OF UDINE</b><br><i>International Relations and Mobility Office</i><br>v. Palladio, 8<br>33100 UDINE<br>ITALY | I UDINE01    | <a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a><br>outgoing mobility & Erasmus Studio Agreements<br>Fax +39-0432-556229<br>phone: +39-0432-556221<br><br>International Student Service<br><a href="mailto:iss@uniud.it">iss@uniud.it</a><br>incoming exchange mobility<br>fax +39-0432-556496<br>phone +39-0432-556218/556497 | <a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a><br><br>general course catalogue:<br><a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a><br><br>courses held in English:<br><a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a> |

<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.

|  |                    |   |   |
|--|--------------------|---|---|
| <p>Westfälische Wilhelms-Universität Münster</p> <p>International Office</p> | <p>D MUNSTER01</p> | <p><b>Institutional Coordinator: KOHL, Dr. Anke</b></p> <p>Phone : 0049 (0) 251 832 22165<br/> Fax : 0049 (0) 251 832 2226<br/> E-Mail : <a href="mailto:international.office@uni-muenster.de">international.office@uni-muenster.de</a></p> <p><b>Student Mobility: KARIDIO, Nina</b></p> <p>Phone : 0049 (0) 251 832 26 01<br/> Fax : 0049 (0) 251 832 14 13<br/> E-Mail : <a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a></p> <p><b>Staff Mobility: HOMEYER, Maria</b></p> <p>Phone : 0049 (0) 251 832 26 00<br/> Fax : 0049 (0) 251 832 22 26</p> <p>E-Mail : <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a></p> <p><b>Placement : ELSINGER, Ruth</b><br/> Career Service der WWU<br/> Schlossplatz 3 - D-48149 Münster<br/> Phone: 0049 (0) 251 833 22 86<br/> Fax: 0049 (0) 251 833 00 74<br/> <a href="mailto:Ruth.Elsinger@uni-muenster.de">Ruth.Elsinger@uni-muenster.de</a></p> | <p><a href="http://www.uni-muenster.de/InternationalOffice/">http://www.uni-muenster.de/InternationalOffice/</a></p> <p>general course catalogue</p> <p><a href="http://www.uni-muenster.de/studium/orga/vorlesungsverzeichnis.shtml">http://www.uni-muenster.de/studium/orga/vorlesungsverzeichnis.shtml</a></p> <p>course catalogue of the language centre</p> <p><a href="http://spz.uni-muenster.de/de/v">http://spz.uni-muenster.de/de/v</a></p> |
|  | <p>I UDINE01</p>   | <p><b>Professor/departmental coordinator:</b><br/> <i>Jammernegg I.</i><br/> <i>Iris.Jammernegg@univd.it</i></p> <p>DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE</p>   |   |
|  | <p>D MUNSTER01</p> | <p>Dr. Andrea Schilling<br/> <a href="mailto:aschilli@uni-muenster.de">aschilli@uni-muenster.de</a><br/> +49-251-83-28435<br/> Sprachenzentrum<br/> Bispinghof 2 B<br/> 48143 Münster<br/> Germany</p>  |   |

### 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<br>[Erasmus code of the sending institution] | TO<br>[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   | D MUNSTER01                                       | 222 Foreign language s                        | X  | X   |                                     | 2                 | 5   |
| D MUNSTER01                                       | I UDINE01   | 222 Foreign language s                        | X  | X   |                                     | 2                 | 10  |

### C. Teaching Staff Mobility per academic year

| FROM<br>[Erasmus code of the sending institution] | TO<br>[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   | D MUNSTER 01                                      | 222                         | Foreign language s |                                  | 1   |
| D MUNSTER 01                                      | I UDINE01   | 222                         | Foreign language s | 1                                | 8   |

<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>)

| Staff Training Mobility (STT) |              |    |   |  |
|-------------------------------|--------------|----|---|--|
| Working field                 | Country Code |    | Number of staff mobility periods for staff training (STT) |  |
|                               | From         | To | number of persons   | total number of days of teaching periods or average duration |
| To be confirmed by invitation | DE           |    | 2   | 5  |
| To be confirmed by invitation |              | DE | 2   | 5  |

#### 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<br>[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<br><i>Minimum recommended level: B1</i> | Staff Mobility for Teaching<br><i>Minimum recommended level: B2</i> |
| I UDINE01                               |                        | Italian                   | Deutsch                   | B1 (Italian)   |   |
| D MUNSTER01                             |                        | German                    |                           | B2 (German)  |   |

- 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:

<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>

- <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>

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

## F. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term, or full year  | Spring term                      |
|---|----------------------------|----------------------------------|
| I UDINE01                               | 15 May (nomination letter) | 30 September (nomination letter) |
| D MUNSTER01                             | May 1st                    | November 1st                     |

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<br>[Erasmus<br>code] | WEB PAGE   |
|----------------------------------|--|
| I<br>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>  |
| D<br>MUNSTER<br>01               | <a href="http://spz.uni-muenster.de">http://spz.uni-muenster.de</a><br><a href="http://www.uni-muenster.de/imperia/md/content/wwu/auslandsamt/pdf/incoming/erasmus/transcript_of_records_eu_2012.pdf">http://www.uni-muenster.de/imperia/md/content/wwu/auslandsamt/pdf/incoming/erasmus/transcript_of_records_eu_2012.pdf</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<br>[Erasmus<br>code] | Contact<br>details<br>(email, phone)   | Website for information   |
|----------------------------------|--|---|
| 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>   |
| D<br>MUNSTER0<br>1               | <p>Incoming students:</p> <p>Exchange student service</p> <p><a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a></p> <p>0049 (0)251 832 2113</p> <p>Outbound students:</p> <p>Nina Karidio</p> <p><a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a></p> <p>0049 (0)251 832 2601</p> <p>Incoming and outbound staff:</p> <p>Maria Homeyer</p> <p><a href="mailto:Maria.Homeyer@u">Maria.Homeyer@u</a></p> | <p><a href="http://www.uni-muenster.de/international/incoming/austausch/praktisches.html">http://www.uni-muenster.de/international/incoming/austausch/praktisches.html</a></p> <p><a href="http://www.uni-muenster.de/en/research/international_academics/formalities/index.html">http://www.uni-muenster.de/en/research/international_academics/formalities/index.html</a></p> |

|  |   |  |
|--|---|--|
|  | <u>ni-muenster.de</u><br>0049 (0)251 832 26<br>00 |  |
|--|---|--|

### 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<br>[Erasmus<br>code] | Contact<br>details<br>(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>  |
| D<br>MUNSTER<br>01               | Incoming students:<br><br>Exchange student<br>service<br><br><u><a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a></u><br><br>0049 (0)251 832<br>21 13<br><br>Incoming staff:<br><br>Maria Homeyer<br><br><u><a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a></u><br><br>0049 (0)251 832<br>26 00 | <u><a href="http://www.uni-muenster.de/en/international_students/exchange/living/index.html">http://www.uni-muenster.de/en/international_students/exchange/living/index.html</a></u><br><br><u><a href="http://www.uni-muenster.de/en/research/international_academics/accommodation/index.html">http://www.uni-muenster.de/en/research/international_academics/accommodation/index.html</a></u> |

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

| Institution<br>[Erasmus<br>code] | Name, function  | Date       | Signature <sup>7</sup>  | stamp   |
|----------------------------------|---|------------|-------------------------|---|
| I UDINE01                        | Prof. M. Ballerini<br>Vice rector for<br>International Mobility | 17.12.13   | <i>Mario Ballerini</i>  |  |
| D<br>MUNSTER01                   | Dr. Andrea Schilling  | 16.12.2013 | <i>Andrea Schilling</i> |  |

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