

European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2018²

between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/international-area

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Graz University of Technology	A GRAZ02	International Relations and Mobility Programmes Rechbauerstr. 12, A-8010 Graz, Austria Contact Person for the Agreement Julia Niehs Phone: +43 316 873-6415 email: julia.niehs@tugraz.at	http://www.tugraz.at/ http://www.tugraz.at/international/
	I UDINE01	Professor/departmental coordinator: Pietro CORVAJA pietro.corvaja@uniud.it DIMI - DIPARTIMENTO DI MATEMATICA E INFORMATICA	
	A GRAZ02	Departmental Coordinator – Mathematics Prof. Dr. Peter GRABNER, Phone: +43 (0)316 873 5353; email: peter.grabner@tugraz.at	

B. Student Mobility numbers⁵ 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 st cycle, or undergraduate]	Study cycle [2 nd cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	A GRAZ02	461 Mathematics	X	X		1	6
A GRAZ02	I UDINE01	461 Mathematics,			X	1	3

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Poques/International-standard-classification-of-education.aspx>)

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: 4)
I UDINE01	A GRAZ02				
A GRAZ02	I UDINE01				

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		English		A1	
A GRAZ02		German	English	B2 or higher (in either English or German)	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.

⁶ 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>

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>

A GRAZ02:

Incoming Exchange Students are required to attend the Orientation Sessions I & II and the Intercultural Orientation Sessions

Graz University of Technology welcomes students and staff with disabilities.

Contact: Karin Krottmayer
 Phone: +43 316 873 6599
 email: karin.krottmayer@tugraz.at
www.tugraz.at/barrierefrei-studieren

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)
A GRAZ02	Online Application is closed on 1 June TU Graz needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 May (students who need a visa) ▪ 15 June (students who do not need a visa) 	Online Application is closed on 1 November TU Graz needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 October (students who need a visa) ▪ 15 November (students who do not need a visa)

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). 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.

A GRAZ02: The receiving institution will send its decision within 4 – 5 weeks after the application deadlines.

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.

A GRAZ02: After the students have completed their last exam/ examination requirements (e.g. term paper), the transcript of transcript will be issued within approximately 6 weeks.

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 October of the following new academic year.

G. Information

1. Grading systems of the institutions

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

A GRAZ02: Austrian Grading Scale

Grade	Definition
1	EXCELLENT: outstanding performance
2	GOOD: above the average standard but with some errors
3	SATISFACTORY: generally sound work with a number of notable errors
4	SUFFICIENT: performance meets the minimum criteria
5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work

Overall classification of the qualification:

"mit Auszeichnung bestanden"	Pass with Distinction (in case of excellent performance)
"bestanden"	Pass (in case of positive assessment)
"nicht bestanden"	Fail (in case of negative assessment)

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		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at Birgit Jeitler (Outgoing Students) +43 316 873 6420 birgit.jeitler@tugraz.at	http://www.tugraz.at/international/ http://www.oead.at/welcome to austria/EN/ http://www.bmeia.gv.at/

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at Birgit Jeitler (Outgoing Students) +43 316 873 6420 birgit.jeitler@tugraz.at	http://www.tugraz.at/international/ http://www.oeh.ac.at/studierenleben/studieren/oeh-versicherung/ http://www.stgkk.at http://www.oead.at/welcome to austria/EN/



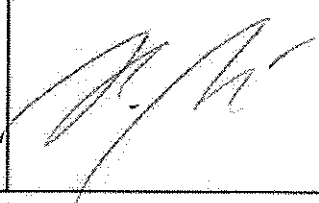
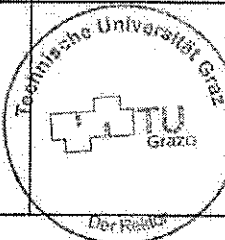
4. Housing

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		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
A GRAZ02	Gitte Cerjak +43 316 873 6422 gitte.cerjak@tugraz.at OeAD Housing Office +43 316 950 200 9001 housing-graz@oead.at	http://www.tugraz.at/international/ http://www.housing.oead.at/graz_e/kontakt.asp

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof M.Ballerini - Vice rector for International Mobility	31/10/13		
A GRAZ02	Harald Kainz Rector	28.10. 2013		

⁷ Scanned signatures are accepted