



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2014/2015-2020/2021

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 (and department, where relevant)	Erasmus code	Contact details ¹ (address, email, phone)	Website (eg. of the course catalogue)
Technische Universität Dortmund (TU Dortmund University) 	D DORTMUN01	Silke Viol ERASMUS Institutional Coordinator / Deputy Director International Office Emil-Figge-Str. 61 44227 Dortmund Germany phone: +49 (0)231-755-4727 fax: +49 (0)231-755-5525 silke.viol@tu-dortmund.de	http://www.aaa.tu-dortmund.de/English – International Students / Exchange Students (ERASMUS) http://www.aaa.tu-dortmund.de/Deutsch – Internationale Studierende / Austauschstudieren de

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Faculty of Mathematics</p> 	<p>D DORTMUN01</p>	<p>Prof. Dr. Joachim Stöckler ERASMUS Departmental Coordinator</p> <p>Faculty of Mathematics, Vogelpothsweg 87, 44221 Dortmund</p> <p>phone: +49 (0)231-755-3100 fax: +49 (0)231-755-5923 email: joachim.stoeckler@math.uni-dortmund.de</p>	<p>http://www.mathematik.tu-dortmund.de/lsviii/new/de/mitarbeiter/stoeckler.html</p>
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<p>UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY</p>	<p>I UDINE 01</p>	<p>Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221</p> <p>International Student Services iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497</p> <p>Academic contact: prof. Mainardis M. mario.mainardis@uniud.it</p>	<p>http://www.uniud.it/international-area/incoming-mobility</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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [UG, Post- graduate, Doctoral]	Number of student mobility periods Student Mobility for Studies		
					Students	Student months	Student months (=sum)
D DORTMUN01	I UDINE 01	461	Mathematics	X	1	6	6
I UDINE 01	D DORTMUN01	461	Mathematics	X	1	6	6

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	
				Total number of days	Number of teaching hours per week (min 8)
D DORTMUN01	I UDINE 01	461	Mathematics	7	8
I UDINE 01	D DORTMUN01	461	Mathematics	7	8

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 [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum re- commended level: B1]	Staff Mobility for Teaching [Minimum re- commended level: B2]
D DORTMUN01	I UDINE 01	BSc=German MSc=English			

²For 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>

I UDINE 01	D DORTMUN01	italian	english	B1	
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-**At the University of Udine:** 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>

D. Additional requirements

Students who have been selected by their home university to study **at TU Dortmund University** in the framework of the Erasmus+ Programme will find further information on requirements and measures of preparing (e.g. Application) under the following link: <http://www.aaa.tu-dortmund.de>

English – International Students / Exchange Students (ERASMUS) / Application

Deutsch – Internationale Studierende / Austauschstudierende / Anmeldung

The institution provides infrastructure for welcoming students and staff with disabilities. Please find further information at the website of **DoBus** (Dortmunder Zentrum Behinderung und Studium/ Dortmund Center for Students with Disabilities):

<http://www.dobus.tu-dortmund.de/cms/de/home/>

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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D DORTMUN01	May 15 th	November 15 th
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 3-4 weeks after the deadline.
 - a) At **TU Dortmund University** a Transcript of Records will be issued at the end of the student stay by the Erasmus departmental coordinator. Students have to contact him/ her a few weeks before departure.
 - **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.
3. Termination of the agreement

The above mentioned institutions agree to cooperate in the activities as contracted above under the terms and conditions of the *Erasmus+ Programme*.

- Both parties agree to abide by the principles and conditions set out in the *Erasmus+ Guidelines for Applicants*, and will work according to the principles of the *Erasmus University Charter*.
- Both parties agree to abide by the bilaterally agreed terms of this inter-institutional agreement and will endeavour to carry out the agreement to the best of their abilities.
- Additional changes in mobility or in specific conditions of contract and termination of the inter-institutional agreement can be made annually, if communicated before January 1st.

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

TU Dortmund University: 1 = superior / 2 = above average / 3 = average /

4 = sufficient / 5 & 6 = fail / CR = no grade; class participation on pass/fail basis / AU = class audited

At times decimal scaling is used for grades in between full numbers; i.e. each grade can be increased or lowered by 0.3; thus there is a grade 1.7 (also known as 2+), 2.0, 2.3 (also known as 2-) etc.

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 [Erasmus code]	Contact details (email, phone)	Website for information
D DORTMUN01	Silke Viol Erasmus Institutional Coordinator <i>See page no. 1</i>	-----
I UDINE 01		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 [Erasmus code]	Contact details (email, phone)	Website for information
D DORTMUN01	erasmus@tu-dortmund.de	http://www.aaa.tu-dortmund.de (<i>English</i> - International Students / Exchange Students (ERASMUS) / Health Insurance) http://www.aaa.tu-dortmund.de (<i>Deutsch</i> - Internationale Studierende / Austauschstudierende / Krankenversicherung)

I UDINE 01		<p><u>At the University of Udine:</u> 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>
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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
D DORTMUN01	erasmus@tu-dortmund.de	<p>http://www.aaa.tu-dortmund.de (English - International Students / Exchange Students (ERASMUS) /Accommodation)</p> <p>http://www.aaa.tu-dortmund.deDeutsch - Internationale Studierende / Austauschstudierende / Wohnen</p>
I UDINE 01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
D DORTMUN01	Silke Viol Deputy Director International Office, ERASMUS-Institutional Coordinator	18.11.2013	
I UDINE 01	Vice Rector for International Mobility prof. M. Ballerini	11.12.2013	