



European Commission



University of Udine



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016/2017- 2020/2021²

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	<u>Claudia.schileo@uniud.it</u> outgoing mobility & Erasmus+ Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service <u>jss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	Homepage for Incoming Students: <u>http://www.uniud.it/en/uniud-international/incoming-exchange-students</u> General course catalogue: <u>http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso</u> Courses held in English: <u>http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</u>

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.

	I UDINE01	Academic contact: Filiputti Dario dario.filiputti@uniud.it Causero Araldo araldo.causero@uniud.it	
UNIVERSIDAD PONTIFICIA COMILLAS <i>International Relations Service</i> <i>Alberto Aguilera, 23</i> <i>28015 Madrid</i> <i>Spain</i>	E MADRID02	International Relations Service: Carmen González cgonzalez@comillas.edu Academic contact: María Galán mgalan.rrii@comillas.edu International Relations Coordinator Escuela de Enfermería y Fisioterapia Avda. San Juan de Dios, 1 - 28350 Ciempozuelos (Madrid) Tel. +34 91 893 37 69 Ext. 483	http://www.comillas.edu/en/international/for-foreign-students/exchange-application-form

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 student [number of months]
I UDINE01	E MADRID02	Fisioterapia	1 ciclo: corso di laurea X	2 ciclo: laurea magistrale	dottorato	Numero totale student 2	Numero mesi per student 5
E MADRID02	I UDINE01	0915 – Physical Therapy	X	-	-	2-3	3 months (each)

⁵ 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>)

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: 8)
I UDINE01	E MADRID02	0915	Fisioterapia	Numero docent 2	Min 8 ore per settimana, in genere 1 settimana (max 2 settimane) 1
E MADRID02	I UDINE01	0915	Physical Therapy	2	1 week each

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		Italiano	Italiano	Livello linguistico B1	
E MADRID02	0915 – Physical Therapy	Spanish	English	B1	

- **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/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

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>

E. Additional requirements

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/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

At Universidad Pontificia Comillas:

Each semester, Comillas organizes two Orientation Days for exchange students during which general information is given on the University and the different university services. Moreover, the Coordinators for International Relations from each School or Faculty provide specific information concerning how to register, course selection, etc.

Universidad Pontificia Comillas attends to those exchange students and staff with any type of disability, by attempting to alleviate its consequences and by offering the most appropriate kind of support, while taking into account the personal circumstances of each case. More information: www.upcomillas.es/universidad-discapacidad

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)
E MADRID02	June 1st	November 1st

- **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.

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

[Erasmus code]	WEB PAGE												
I UDINE01	http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects												
E MADRID02	<p>In the Spanish University System, each subject is graded on a scale from 0 to 10 points. Each numeric grade corresponds to a letter grade as follows:</p> <table border="1"> <tbody> <tr> <td>Fail</td> <td>0 - 4.9</td> </tr> <tr> <td>Pass/good</td> <td>5 - 6.9</td> </tr> <tr> <td>Very good</td> <td>7 - 8.9</td> </tr> <tr> <td>Outstanding</td> <td>9 - 10</td> </tr> <tr> <td>Dean's List</td> <td>Recognition of academic excellence</td> </tr> <tr> <td colspan="2">To pass a subject it is necessary to achieve at least 5 points</td> </tr> </tbody> </table>	Fail	0 - 4.9	Pass/good	5 - 6.9	Very good	7 - 8.9	Outstanding	9 - 10	Dean's List	Recognition of academic excellence	To pass a subject it is necessary to achieve at least 5 points	
Fail	0 - 4.9												
Pass/good	5 - 6.9												
Very good	7 - 8.9												
Outstanding	9 - 10												
Dean's List	Recognition of academic excellence												
To pass a subject it is necessary to achieve at least 5 points													

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/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students
E MADRID02	albacete@comillas.edu	http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx

3. Insurance

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.

Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

At the Universidad Pontificia Comillas: All students must bring their European Health Card with them. The Universidad Pontificia Comillas does not require students to have another policy, but recommends taking out an insurance policy to cover third-party liability, accidents and repatriation to the home country in case of fatal injuries.




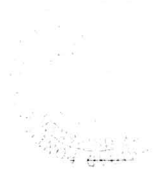
4. Housing

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/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine
E MADRID02	aloja@oia.upcomillas.es	http://www.comillas.edu/en/admissions/general-information/accommodation

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	22/01/16		
E MADRID02	Dr. Julio L. Martínez Rector	20/12/2015		

⁷ Scanned signatures are accepted