



European Commission



University of Udine

# Erasmus + Programme

## Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

**Inter-institutional<sup>1</sup> agreement 2014/15-2018/19<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. This Inter-Institutional Agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and 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>(eg. 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 | <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: |

<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.

|  |             |   |   |
|--|-------------|---|---|
|  |             | phone +39-0432-556218/556497  | <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a> |
|  | D LEIPZIG01 | Dr. Svend Poller<br>(Institutional Coordinator)<br>International Centre<br>Goethestraße 6, 04109<br>Leipzig, Germany<br>erasmus.agreements@zv.uni-leipzig.de<br>phone: +49 341 97 32020                           |   |
|  | I UDINE01   | <b>Professor/departmental coordinator:</b><br><br><b>Iris JAMMERNEGG</b><br><a href="mailto:iris.jammerneegg@uniud.it">iris.jammerneegg@uniud.it</a><br><br>DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE |   |
|  | D LEIPZIG01 | <b>Departmental Contact:</b><br>Prof. Dr. Uta Felten<br>Phone: +49 (0)341 97 37 431<br><br>Faculty of Philology<br>Institute of Romance Studies   |   |

## 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 communicate any amendment in the mobility data or in the application process by no later than **1st February** in the preceding academic year.

### Student Mobility

| FROM | TO | Subject area code [ISCED] | Subject area/ Study Programme | no. of students per study cycle |                 |                 | max. duration per person<br>(semester → max. 6 months<br>year → max. 12 months) |
|------|----|---------------------------|-------------------------------|---------------------------------|-----------------|-----------------|---|
|      |    |                           |                               | 1 <sup>st</sup>                 | 2 <sup>nd</sup> | 3 <sup>rd</sup> |   |
|      |    |                           |                               |                                 |                 |                 |   |

<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>)

|   |   |     |                                    |   |   |   |   |
|---|---|-----|------------------------------------|---|---|---|---|
| I | D | 222 | Foreign languages/ Romance Studies | 2 | 2 | 2 | X semester<br><input type="checkbox"/> year |
| D | I | 222 | Foreign languages/ Romance Studies | 2 | 2 | 2 | X semester<br><input type="checkbox"/> year |

Additional information (e.g. special admission requirements):

.....

### Staff Mobility for teaching

| FROM | TO | Subject area code [ISCED] | Subject area/ Study programme      | no. of staff<br>[1 to 6 weeks as agreed in individual work plan, minimum 8h/week] |
|------|----|---------------------------|------------------------------------|---|
| I    | D  | 222                       | Foreign languages/ Romance Studies | 1 person  |
| D    | I  | 222                       | Foreign languages/ Romance Studies | 1 person  |

### 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>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| I UDINE01                               |                        | Italian                   | German                    | B1 (Italian)  |  |
| D LEIPZIG01                             |                        | German                    |                           | B1+   | n.a.   |

- 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

<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>

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:

- <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>

For D LEIPZIG01 cf. data sheet

## F. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term, or full<br>year  | Spring term                         |
|---|-------------------------------|-------------------------------------|
| I UDINE01                               | 15 May (nomination<br>letter) | 30 September (nomination<br>letter) |
| D LEIPZIG01                             | Cf. data sheet                |                                     |

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.).

For D LEIPZIG01 cf. data sheet

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.).

For D LEIPZIG01 cf. data sheet

4. The I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

For D LEIPZIG01 cf. data sheet

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.

For D LEIPZIG01 cf. data sheet

6. Termination of the agreement:

See H

## G. Information

### 1. Grading systems of the institutions

*The link to our webpage is*

| <b>Institution</b><br>[Erasmus code] | <b>WEB PAGE</b>   |
|--------------------------------------|---|
| I 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 LEIPZIG01                          | Cf. data sheet  |

### 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:

| <b>Institution</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone) | <b>Website for information</b>  |
|--------------------------------------|--|---|
| 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 LEIPZIG01                          | Cf. data sheet                           |   |

### 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.

For D LEIPZIG01 cf. data sheet

### 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 code] | Contact 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 LEIPZIG01                   | Cf. data sheet                    |   |

## H. TERMINATION

The Inter-Institutional Agreement shall be valid for the agreed period above from the date of signing by both institutions. The notification to terminate this agreement has to be drawn up in writing at least **one academic year prior to its taking effect**. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution<br>[Erasmus code] | Name,<br>function   | Date       | Signature <sup>7</sup>   | stamp   |
|-------------------------------|---|------------|--|---|
| I UDINE01                     | Prof.<br>M.Ballerini<br>Vice rector<br>for<br>International<br>Mobility | 08.01.2014 |    |  |
| D LEIPZIG01                   | Dr. Svend<br>Poller, Director<br>of the<br>International<br>Centre      | 22.11.2013 | <br><b>UNIVERSITÄT LEIPZIG</b><br>International Centre<br>Goethestraße 6 • 04109 Leipzig<br>Germany<br>tel +49 341 973 2020<br>fax +49 341 973 2049<br>aaa@uni-leipzig.de<br><a href="http://www.uni-leipzig.de/aaa">http://www.uni-leipzig.de/aaa</a> |   |

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