

European Commission



University of Udine

Erasmus + Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020²
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 details⁴ (email, phone)	Website (e.g. 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.

<p>UNIVERSITAT DE GIRONA</p> <p>Escola Politècnica Superior</p>	<p>E GIRONA02</p>	<p>International Relations Office (Head Office)</p> <p>Contact person :</p> <p>Mrs. Elisabeth Moya Plaça Sant Domènec, 3 17071 Girona, SPAIN Tel: +34 972 418075 Fax: +34 972 418031 E-mail: elisabeth.moya@udg.edu</p> <p>Faculty Office Admin. contact person:</p> <p>Mrs. Patricia Eyskens International Relations Universitat de Girona Escola Politècnica Superior (EPS), building P-1 Campus Montilivi C/ Maria Aurèlia Capmany, 61 17071 Girona - SPAIN Tel: +34 972 419855 Fax: +34 972 418399 E-mail: relinter@eps.udg.edu</p>	<p>www.udg.edu</p> <p>www.udg.edu/eps</p>
	<p>I UDINE01</p>	<p>Professor/departmental coordinator:</p> <p>Alessandro GASPARETTO alessandro.gasparetto@uniud.it DIEG - DIPARTIMENTO DI INGEGNERIA ELETTRICA, GESTIONALE E MECCANICA</p>	
<p>Escola Politècnica Superior</p>	<p>E GIRONA02</p>	<p>Acad. Contact person:</p> <p>Dr. Narcís Gascons Dept. d'Enginyeria Mecànica I de la Construcció Industrial Universitat de Girona Escola Politècnica Superior (EPS), building P-2 Campus Montilivi C/ Maria Aurèlia Capmany, 61 17071 Girona - SPAIN Tel: +34 972 418851 Fax: +34 972 418098 E-mail: narcis.gascons@udg.edu</p>	

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	E GIRONA02	521 Mechanical engineering, industrial management engineering	X	X		2	6
E GIRONA02	I UDINE01	521 Mechanical engineering, industrial management engineering	X	X		2	6

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: 5)
I UDINE01	E GIRONA02	521	Mechanical engineering, industrial	1	1

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>)

			management engineering		
E GIRONA02	I UDINE01	521	Mechanical engineering, industrial management engineering	1	1

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 instruction 1	Language of instruction 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		Italian	English		
E GIRONA02		Catalan (Bachelor courses)	Catalan, Spanish or English (Bachelor degree final project or Master courses/Master Thesis)	Catalan B2 Spanish B2 English B2	Spanish B2 English 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

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 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>

E GIRONA02

Practical information for incoming students (incl. application procedure) can be found on the website of the International Relations Office:
<http://www.udg.edu/mobilitat/Wouldyouliketocome/tabid/17562/language/ca-ES/Default.aspx>

[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 [Erasmus code]	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
E GIRONA02	15 June (nomination letter)	15 November (nomination letter)

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.).

E GIRONA02

Partner institutions should send nominations by email to incoming.ore@udg.edu

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

The **Universitat de Girona (E GIRONA02)** will send its decision within 2 weeks from the student's application date.

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.

The **Universitat de Girona (E GIRONA02)** will issue the Transcript of Records according to the final mark submission date. That means:

For 1st semester students (Autumn term: from Sept. to February): 1st half of March

For 2nd semester students (Spring term: from February to June): 1st half of July

For full academic year students (from Sept. to June): 1st half of July

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 [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
E GIRONA02	

Description of the Universitat de Girona (E GIRONA02) grading system:

In the Spanish university system, ratings are based on the total score of 10 points, with one decimal allowed, obtained by the student in each subject, according to the following scale:

Fail (SS): 0 to 4,9

Pass (AP): 5 to 6,9

Good (NT): 7 to 8,9

Excellent (SB): 9 to 10

Honors: involves having obtained more outstanding special mention. They only may be awarded to students who have achieved a score equal to or greater than 9,0.

A subject is considered overcome from Pass (5).

ECTS: <http://www.udg.edu/tabid/17562/language/ca-ES/Default.aspx>

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
E GIRONA02	E-mail: incoming.ore@udg.edu Tel: +34 972 418028	http://www.udg.edu/tabid/17585/language/en-US/Default.aspx

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
E GIRONA02	E-mail: incoming.ore@udg.edu Tel: +34 972 418028	http://www.udg.edu/tabid/17585/language/en-US/Default.aspx

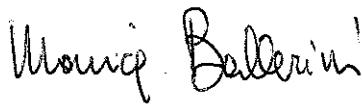


4. Housing

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
E GIRONA02	GIRONAHOUSING Allotjament UdG Edifici CIAE Campus Montilivi c/ Maria Aurèlia Capmany, 38 17071 Girona, SPAIN Tel: +34 972 419857 Mobile: +34 610 860241 E-mail: allotjament@udg.edu	http://www.udg.edu/tabid/19526/language/en-EN/Default.aspx

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	27.11.2013		
E GIRONA02	Mrs. Laura Ripoll Head International Relations Office			

⁷ Scanned signatures are accepted



Universitat de Girona

Institutional Identification Form 2013-14

UNIVERSITAT DE GIRONA

Erasmus Code: E Girona02

Extended EUC number: 28687-IC-I-2007-I-ES-ERASMUS-EUC-I

<http://www.udg.edu>

Head of Institution: Rector, Dra. Anna M^a Geli de Ciurana

International Office (ORE)

Administrative Head	Laura Ripoll
Address	Plaça Sant Domènec E-17071 Girona (Spain)
Telephone / Fax	+34 972418 028 /+34 972 418 031
e-mail	Laura.ripoll@udg.edu

Contact person Bilateral Agreements	Elisabeth Moya
Fax	+34 972 418 031
e-mail	elisabeth.moya@udg.edu
Contact person OUTgoing students	Nadeia Balsalobre
Telephone / Fax	+34 972418 705 /+34 972 418 031
e-mail	Outgoing.ore@udg.edu
Contact person INcoming students and Housing	Raquel Solà
Telephone / Fax	+34 972418 028 /+34 972 418 031
e-mail	raquel.sola@udg.edu
Contact person student Placements	Isabel Costa
Telephone / Fax	+34 972418 340 /+34 972 418 031
e-mail	Placements.ore@udg.edu

Other important reference names

CENTRES	Academic responsible	Administration
Faculty of Economics and Business Sciences	Angels Xabadia ori.economiques@udg.edu	Rosa Segovia ori.economiques@udg.edu
Facultaty of Law	Ignasi Camós Ignasi.camos@udg.edu	Joan Bartrina joan.bartrina@udg.edu
Faculty of Education and Psychology	Jaume Ametller jaume.ametller@udg.edu	Carles Tremols carles.tremols@udg.edu
University School of Nursing	Fina Patiño deg.infermeria@udg.edu	Pep Bruguera internationalnursing@udg.edu
Faculty of Sciences	Anna Romani Anna.romani@udg.edu	Roser Collell Roser.collell@udg.edu
Faculty of Arts	José Luis Villanova josel.villanova@udg.edu	Olga Felip olga.felip@udg.edu
Faculty of Tourism and Comunication	José Garcia Boër josep.garcia@udg.edu	Carmen Dilmé carmen.dilme@udg.edu
Polytechnic School	Norbert Blanco sotsdirector.relext@eps.udg.edu	Patricia Eyskens relinter@eps.udg.edu
Faculty of Medicine	Lilith Lee lilith.lee@udg.edu	Carme Amer carme.amer@udg.edu

ASSIGNED CENTRES	Name	Responsible
	EUSES - Esc. Univ. de l'Esport i la Salut (Girona)	Margarida Puigvert Margarida.puigvert@cadscrits.udg.edu
	Esc. Univ. Turisme EUROAULA (Barcelona)	Emilia González info@euroaula.com
	Esc. Univ. Turisme MEDITERRANI (Barcelona)	Montserrat Escudero mediterrani@mediterrani.com
	Esc. Univ. Turisme CETA (Barcelona)	Josep Antoni Ferrer jferrer@cetaedu.es
	Esc. Univ. Turisme Sant Pol de Mar (Barcelona)	José Hernández jose.hernandez@santpol.edu.es