



## Erasmus+ Programme

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

#### Inter-institutional agreement 2014-2021 between programme countries

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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD CARLOS III DE MADRID	EMADRID14 EUC Nr: 28672	<p><b>Academic coordinator:</b> <u>Prof. Jorge Urrutia</u>, Humanities and Communication Depart. Tel: +34 91 624 9260 E-mail: <a href="mailto:jurrutia@hum.es">jurrutia@hum.es</a></p> <p><b>Administrative coordinator:</b> <u>Ms. Ana Gimeno</u>, Exchange Programs Coordinator <b>School of Humanities, Communication and Library Science</b> C/ Madrid, 126 – Room 8.1.18 – 28903 Getafe (Madrid) Spain Tel. +34 91 624 8658 E-mail: <a href="mailto:agimeno@pa.uc3m.es">agimeno@pa.uc3m.es</a></p>	<p>Erasmus information: <a href="http://www.uc3m.es/portal/page/portal/international/students/exchange">http://www.uc3m.es/portal/page/portal/international/students/exchange</a></p> <p>Course catalogue : <a href="http://www.uc3m.es/portal/page/portal/home/studies/degree_programmes">http://www.uc3m.es/portal/page/portal/home/studies/degree_programmes</a></p>
THE UNIVERSITY OF UDINE	I UDINE01	<p><b>Professor/departmental coordinator:</b> Renata LONDERO <a href="mailto:renata.londero@uniud.it">renata.londero@uniud.it</a> DILE - DIPARTIMENTO DI LINGUE</p>	<p><a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a> general course catalogue:</p>

		E LETTERATURE STRANIERE	<a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>
		<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	courses held in English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>

## 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 October 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 [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
EMADRID14	I UDINE01	222	Modern Languages / Humanities	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	2 students x 6 months (12 months)	NA
I UDINE01	EMADRID14	222	Modern Languages / Humanities	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	2 students x 6 months (12 months)	NA

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 of teaching periods or average duration*]	Staff Mobility for Training *
EMADRID14	I UDINE01	222	Modern Languages / Humanities	1 week x 5 hours	NA
I UDINE01	EMADRID14	222	Modern Languages /	1 week x 5 hours	NA

			Humanities		
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### 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID14	222	Spanish	Spanish	B2	B2
I UDINE01	222	Italian	Spanish	B1 (Italian)	

\* The receiving institution **E MADRID14** relies on the selection of students made by the home institutions, therefore no language requirements or minimum GPA are demanded.

\***I UDINE 01:** 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

#### I UDINE01

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 MADRID14:

- **Disabled Students and Staff:** The University has developed actions with the aim of improving the assistance offered to disabled persons. Among others, we offer specific services under the Integration Program for Disabled Students (see link), infrastructure adaptation and investigation projects devoted to improve their quality of life. [http://www.uc3m.es/portal/page/portal/cultura\\_y\\_deporte/discapacidad/estudiantes/guia](http://www.uc3m.es/portal/page/portal/cultura_y_deporte/discapacidad/estudiantes/guia) (info in Spanish)

- **Buddy Program:**

[http://www.uc3m.es/portal/page/portal/international/students/exchange/prior\\_arrival/buddy](http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy)

- **Orientation Program and Welcome Event:** The Welcome Event and the Orientation for international students will take place at the beginning of each semester:

[http://www.uc3m.es/portal/page/portal/international/students/exchange/upon\\_arrival](http://www.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival)

- **Other International Student Support and Orientation:**

- ESN (Erasmus Student Network) offers cultural activities for all international students. <http://www.esnuc3m.es>
- BEST: <http://best.uc3m.es> / [carlos3@best.eu.org](mailto:carlos3@best.eu.org)
- ANUDI: <http://www.anudi.org> / [madrid@anudi.org](mailto:madrid@anudi.org)

The student service "Espacio Estudiantes" also welcomes international exchange students to take part in the activities they organize:

[http://www.uc3m.es/portal/page/portal/cultura\\_y\\_deporte](http://www.uc3m.es/portal/page/portal/cultura_y_deporte)

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E MADRID14	<b>Nomination &amp; Application:</b> Mid-March to mid-May	<b>Nomination &amp; Application:</b> Beginning of October to beginning of November.
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

2. The receiving institution **E MADRID 14** will send its decision within 6 weeks.
3. A **Transcript of Records** will be issued by the receiving institution **E MADRID 14** no later than 4 weeks, after the assessment period has finished.
4. **Termination of the agreement:** The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing

commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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](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.).

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

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.

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.

## F. Information

### 1. Grading systems of the institutions

**I UDINE01:** <http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng>

#### **E MADRID14:**

Spanish Grading System		ECTS
NP	No Report	
<4.9	Fail	F
5 to 5.9	Sufficient	E
6 to 6.9	Satisfactory	D
7 to 7.9	Good	C
8. to 8.9	Very Good	B
9 to 10	Excellent	A
10 MH	Excellent with Distinction	A+

### 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> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E MADRID14		<a href="#">Information on Visa</a>
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>

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
E MADRID14		<a href="http://www.uc3m.es/portal/page/portal/international/student_s/exchange/prior_arrival/documents">http://www.uc3m.es/portal/page/portal/international/student_s/exchange/prior_arrival/documents</a>
I UDINE01		<p>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>

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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E MADRID14		<a href="http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation">http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation</a>
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>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature
E MADRID14	<b>Prof. Alvaro Escribano</b> Vice-rector of International Relations	12/11/2013	
I UDINE01	<b>Prof. M. Ballerini</b> Vice rector for International Mobility	20.11.13	