

Erasmus+ Programme
Inter-institutional agreement 2014/15 - 2017/18

Between	Justus-Liebig-Universität Giessen Erasmus Code: D GIESSEN01 - ECHE Nr.: _____
Institutional coordinator	Julia-Sophie Rothmann, ERASMUS Institutional Coordinator
Administrative contact	Julia-Sophie Rothmann, ERASMUS Institutional Coordinator International Office Goethestrasse 58, 35390 Giessen Phone: +49 641 99 12131, Fax: +49 641 99 12139 Email: europa-aaa@admin.uni-giessen.de
and	Università degli Studi di Udine Erasmus Code: I UDINE01 - ECHE Nr.: _____
Institutional coordinator	Prof.ssa Franca Battigelli, Institutional Coordinator
Administrative contact	Prof. Dr. Luigi REITANI, Departmental Coordinator Languages and Literature Dipartimento di Lingue e Letterature Straniere (DILE) Via Mantica 4, Udine Phone: +39 0432 55-6756, Fax: Email: luigi.reitani@uniud.it

The institutions named above 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.

Mobility numbers: Student mobility for studies

Subject area	Study cycle	Direction	Number	Months (total)	Departmental Coordinators
					D GIESSEN01 / I UDINE01
Foreign languages (222)	F	DE > IT	2	10	Prof. Dr. Cora Dielt / Prof. Dr. Luigi REITANI
Foreign languages (222)	F	IT > DE	2	10	Prof. Dr. Cora Dielt / Prof. Dr. Luigi REITANI

Mobility numbers: Staff mobility for teaching

Subject area	Direction	Number	Weeks (total)	Departmental Coordinators
				D GIESSEN01 / I UDINE01
Foreign languages (222)	DE > IT	1	1	Prof. Dr. Cora Dielt / Prof. Dr. Luigi REITANI
Foreign languages (222)	IT > DE	1	1	Prof. Dr. Cora Dielt / Prof. Dr. Luigi REITANI

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Further requirements and information about this agreement are included in two "Institutional data sheets", one for each of the institutions. These two documents are enclosed as two annexes and are an integral and necessary part of this Agreement. Both institutions agree to send an update of these Institutional fact sheets to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions

Justus-Liebig-Universität Giessen
Name and position of the official representative:
Prof. Dr. Joybrato Mukherjee
President

Date: 26.11.13

Signature and stamp:

J. S. Rothmann

Università degli Studi di Udine
Name and position of the official representative:

Date: 29.11.13

Signature and stamp:

Luigi Reitani



Dr. Julia-Sophie Rothmann
ERASMUS Institutional Coordinator
Justus-Liebig-Universität Giessen

Contact details of departmental coordinators

Field	SMS	SMP	STA	Departmental coordinator - D GIESSEN01	Departmental coordinator - I UDINE01
222	X			<p>Prof. Dr. Cora Dietl, Europabeauftragte Fachbereich 05.1 Institut für Germanistik Otto-Behaghel-Str. 10 B, 35394 Giessen Phone: +49 641 99 29080, Fax: +49 641 99 29081 Email: cora.dietl@germanistik.uni-giessen.de</p>	<p>Prof. Dr. Luigi REITANI, Deaprtmental Coordinator Languages and Literature Dipartimento di Lingue e Letterature Straniere (DILE) Via Mantica 4, Udine Phone: +39 0432 55-6756, Fax: Email: luigi.reitani@uniud.it</p>
222			X	<p>Prof. Dr. Cora Dietl, Europabeauftragte Fachbereich 05.1 Institut für Germanistik Otto-Behaghel-Str. 10 B, 35394 Giessen Phone: +49 641 99 29080, Fax: +49 641 99 29081 Email: cora.dietl@germanistik.uni-giessen.de</p>	<p>Prof. Dr. Luigi REITANI, Deaprtmental Coordinator Languages and Literature Dipartimento di Lingue e Letterature Straniere (DILE) Via Mantica 4, Udine Phone: +39 0432 55-6756, Fax: Email: luigi.reitani@uniud.it</p>

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Justus Liebig University Giessen
Erasmus Code	D GIESSEN01
EUC	Nr. 29801
Institution website	www.uni-giessen.de
Online course catalogue	www.uni-giessen.de/cms/studium/studinfo/evv

1.2. Main contacts

Contact person	Julia-Sophie Rothmann
Responsibility	Erasmus Institutional Coordinator Contact person for Erasmus + partners
Contact details	Phone: +49 641 99 12131 - Fax: +49 641 99 12139 - Email: europa-aaa@admin.uni-giessen.de

Contact person	Julia Fitzthum
Responsibility	Contact person for inter-institutional agreements
Contact details	Phone: +49 641 99 12134 - Fax: +49 641 99 12139 - Email: europa-aaa@admin.uni-giessen.de

Contact person	Melinda Prather
Responsibility	Contact person for outgoing/incoming students
Contact details	Phone: +49 641 99 12132 - Fax: +49 641 99 12139 - Email: europa-aaa@admin.uni-giessen.de

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	If applicable: Additional language	Recommended language of instruction level *
Student Mobility for Studies	Any	German	English in some courses	Minimum recommended level in German: B1
Staff Mobility for Teaching	Any	English		Minimum recommended level: B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

Information for disabled students

Accessibility: Guidance systems exist in all new buildings but not in the old ones. Elevators exist in most of the buildings.

Accommodation: wheelchair accessible study bedrooms are available: contact Studentenwerk Gießen – Studentisches Wohnen, Otto-Behaghel-Str. 23, 35394 Gießen www.studentenwerk-giessen.de/studentisches_wohnen or one of the above contact persons

Library: special computer labs for visually impaired (Braille) – braille pinter – reader to zoom texts – speech output available

Learning support: lendable braille typewriter, braille terminal, DAISY-player, screen readers and mobile induction loops

Assessments: extra time in examinations and similar compensations are possible

Contact person: Ms. Magdalena Kaim
Student Counselling Service
Unit for disabled students and students with a chronic disease
Goethestrasse 58, D-35390 Giessen, Germany
Tel: +49 641 99 16216; Email: studium-barrierefrei@uni-giessen.de

2.3. Calendar

2.3.1. Nomination Deadlines

Applications must reach our institution by:

Autumn term	June 15 th
Spring term	December 15 th

2.3.2. Decision Response

We will send our decision within 5 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period/the semester has finished at our institution.

2.3.4. Termination of Agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

3. Additional information

3.1. Grading system

www.uni-giessen.de/cms/mug/7/7_34_00_1

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Petra Schulze/Jessica Wittek
Responsibility	International Students Advisors
Contact details	Phone: +49 641 99 121 43/74 - Fax: +49 641 99 12179 - Email: studium-international@uni-giessen.de

Website	www.uni-giessen.de/cms/international-pages/study/formalities/visa
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3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Julia-Sophie Rothmann
Responsibility	Erasmus Institutional Coordinator
Contact details	Phone: +49 641 99 12131 - Fax: +49 641 99 12139 - Email: europa-aaa@admin.uni-giessen.de
Website	www.uni-giessen.de/cms/internationales/studierenjlu/einreisen

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	Julia-Sophie Rothmann
Responsibility	Erasmus Institutional Coordinator
Contact details	Phone: +49 641 99 12131 - Fax: +49 641 99 12139 - Email: europa-aaa@admin.uni-giessen.de
Website	www.uni-giessen.de/cms/acc/

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY
Erasmus Code	I UDINE01
EUC	
Institution website	http://www.uniud.it/international-area/incoming-mobility
Online course catalogue	general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/international-area

1.2. Main contacts

Contact person	Sonia Bosero
Responsibility	Central management of the ERASMUS+ programme Contact person for Erasmus + partners
Contact details	Sonia.bosero@uniud.it

Contact person	iss@uniud.it
Responsibility	Contact person for incoming students/staff
Contact details	fax +39-0432-556496 phone +39-0432-556218/556497

Contact person	Claudia.schileo@uniud.it
Responsibility	Contact person for outgoing students/staff, <u>Erasmus Agreement</u>
Contact details	Claudia.schileo@uniud.it Fax +39-0432-556229 phone: +39-0432-556221

Formattato: Inglese (Regno Unito)

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
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Student Mobility for Studies	Any	italian/german/english	[Minimum recommended level: B1]
Staff Mobility for Teaching	Any		[Minimum recommended level: B2]

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. 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 choiced 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>

3. <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>

2.3. *[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 your institution has the infrastructure to welcome students and staff with disabilities.]

2.7.3.1. Calendar

2.7.4.3.1.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	15 May (nomination letter)
Spring term	30 September (nomination letter)

- **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.

Formattato: Inglese (Regno Unito)

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.

Formattato: Inglese (Regno Unito)

Decision Response

We will send our decision within [x] weeks.

Transcripts of Records

A Transcript of Records will be issued no later than [xx] weeks after the assessment period has finished at our institution. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

Termination of Agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

3.4. Additional information

3.4.1. Grading system

	Institution [ErWEB PAGE]Institution [Erasmus code]
LUDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

[It is recommended that each institution provides the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Formattato: Tabulazioni: 12,91 cm, Allineato a sinistra

3.4.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	
Responsibility	
Contact details	
Website	http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine-living-in-udine/issue-renewal-of-residence-permit?lingua=eng

3.5.4.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.
http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	
Responsibility	
Contact details	
Website	<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>

3.6.4.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	
Responsibility	
Contact details	
Website	<p>http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</p>