

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 2014-2021

### between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus 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 <sup>2</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>UNIVERSITY OF UDINE</b>  <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>iss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 <b>Professor/departmental coordinator:</b> <b>ENRICO BRAIDOT</b> <i>enrico.braidot@uniud.it</i>  DISA - DIPARTIMENTO DI SCIENZE AGRARIE ED AMBIENTALI	<a href="http://www.uniud.it/International-area/incoming-mobility">http://www.uniud.it/International-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in English: <a href="http://www.uniud.it/International-area">http://www.uniud.it/International-area</a>
<b>Mendel University in Brno*</b> (Faculty of Agronomy - AF Faculty of Forestry and Wood Technology – LDF)  <i>*more contact details on a separate Information Sheet</i>	CZ BRNO02	<b>Mgr. Hana Kuzdasová</b> Institutional Coordinator / outgoing students <u>int_rec@mendelu.cz</u> +420 545 135 104	<a href="http://www.mendelu.cz">www.mendelu.cz</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Student Mobility numbers<sup>3</sup> 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.]

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code [ISCED] + Subject area name</b>	<b>Study cycle [1<sup>st</sup> cycle or undergraduate]</b>	<b>Study cycle [2<sup>nd</sup> cycle or postgraduate]</b>	<b>Study cycle [PhD or doctoral cycle]</b>	<b>Number of student</b>	<b>Duration of stay for each students [number of months]</b>
I UDINE01	CZ BRNO02	08 Agriculture, forestry, fisheries	X	X	X	2 (1AF+1LDF)	5
CZ BRNO02	I UDINE01	08 Agriculture, forestry, fisheries	X	X	X	2 (1AF+1LDF)	5

## C. Teaching Staff Mobility per academic year

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code * [ISCED]</b>	<b>Subject area name*</b>	<b>Number of staff mobility periods</b>	
				<b>Staff Mobility for Teaching</b>	<b>Average duration in weeks (minimum of teaching hours required: 8)</b>
I UDINE01	CZ BRNO02	08	Agriculture, forestry, fisheries...	1	5 days
CZ BRNO02	I UDINE01	08	Agriculture, forestry, fisheries...	1	5 days

<sup>3</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>)

## 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian (Undergraduate)	English (Postgraduate)	A1 (Italian)	
CZ BRNO02		English		B2	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

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>

**CZ BRNO02** provides the infrastructure to welcome students and staff with disabilities only partly. Please send us the information about your requirements ahead of time so that we are able to make the necessary arrangements and ensure your comfortable stay.

<sup>4</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>

## 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)
CZ BRNO02	July 15 <sup>th</sup>	November 15 <sup>th</sup>

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. The receiving institution CZ BRNO02 will send their decisions within 4 weeks after deadline

6. 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.

7. A Transcript of Records will be issued by CZ BRNO02 no later than 5 weeks after the assessment period has finished at the receiving HEI.

8. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## G. Information

### 1. Grading systems of the institutions

*The link to our webpage is*

Institution [Erasmus code]	Institution WEB PAGE
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>
CZ BRNO02	<a href="http://ects.mendelu.cz/en/?lang=en">http://ects.mendelu.cz/en/?lang=en</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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>
CZ BRNO02	Šárka Kvizdová (students) <a href="mailto:sarka.kvizdova@mendelu.cz">sarka.kvizdova@mendelu.cz</a> +420 545 135 113	<a href="http://ects.mendelu.cz/en/general_information?lang=en">http://ects.mendelu.cz/en/general_information?lang=en</a>
	Denisa Földešiová (teachers and staff) <a href="mailto:denisa.foldesiova@mendelu.cz">denisa.foldesiova@mendelu.cz</a> +420 545 135 115	<a href="http://www.mendelu.cz/en/zahranicni_aktivita/mobilita_aka_demickych_pracovniku/lperasmus_host?lang=en">http://www.mendelu.cz/en/zahranicni_aktivita/mobilita_aka_demickych_pracovniku/lperasmus_host?lang=en</a>

## 3. Insurance

I UDINE01	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.	
CZ BRNO02	Michaela Schmidová <a href="mailto:michaela.schmidova@mendelu.cz">michaela.schmidova@mendelu.cz</a> + 420 545 135 151	<a href="http://ects.mendelu.cz/en/general_information/insurance?lang=en">http://ects.mendelu.cz/en/general_information/insurance?lang=en</a>


## 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		<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>
CZ BRNO02	Šárka Kvizdová (students) <a href="mailto:sarka.kvizdova@mendelu.cz">sarka.kvizdova@mendelu.cz</a> +420 545 135 113	<a href="http://ects.mendelu.cz/en/general_information?lang=en">http://ects.mendelu.cz/en/general_information?lang=en</a>
	Denisa Földešiová (teachers and staff) <a href="mailto:denisa.foldesiova@mendelu.cz">denisa.foldesiova@mendelu.cz</a> +420 545 135 115	Incoming teachers and staff: Please visit the website of university dormitories and book the accommodation directly with their office.  The information can be found in section Accommodation for university clients at the following link: <a href="http://www.skm.mendelu.cz/">http://www.skm.mendelu.cz/</a>

#### H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>	stamp
I UDINE01	<b>Prof. M. Ballerini</b> Vice rector for International Mobility	3.12.2013	<i>Mario Ballerini</i>	
CZ BRNO02	<b>Prof. Jaroslav Hlušek</b> Rector	3.12.2013	<i>Hlušek</i>	

<sup>5</sup> Scanned signatures are accepted