



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 2018/2021

### between programme countries

### [Minimum requirements]<sup>2</sup>

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>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<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	Homepage for Incoming Students: <a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students</a>  General course catalogue: <a href="http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso">http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso</a>  Courses held in English: <a href="http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a>

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

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	<b>I UDINE01</b>	<b>Academic contact:</b> prof. Manzano Marisa marisa.manzano@uniud.it	
Namik Kemal University Namik Kemal Mah. Kampüs Cad. No:1 59030 Süleymanpaşa – Tekirdağ Turkey	TR TEKIRDA01	Prof. Dr. H. Ersin ŞAMLI Erasmus Institutional Coordinator Tel: +90 282 250 21 76 Fax: +90 282 250 99 29 E-mail: <a href="mailto:esamli@nku.edu.tr">esamli@nku.edu.tr</a>  Res. Assist. Göksel TIRPANI SIVRI Erasmus Departmental Coordinator Tel: +90 282 250 2033 E-mail: <a href="mailto:gtirpanci@nku.edu.tr">gtirpanci@nku.edu.tr</a>  International Relations/Erasmus Office <a href="mailto:infoerasmus@nku.edu.tr">infoerasmus@nku.edu.tr</a> <a href="mailto:nku.erasmus@gmail.com">nku.erasmus@gmail.com</a>	<a href="http://www.nku.edu.tr/en">http://www.nku.edu.tr/en</a> <a href="http://intrelations.nku.edu.tr/">http://intrelations.nku.edu.tr/</a>

**B. Student Mobility numbers<sup>4</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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED] + Subject area name	Study cycle [1 <sup>st</sup> cycle, or undergra duate ]	Study cycle [2 <sup>nd</sup> cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Total Number of students	Duration of stay for each student [number of months]
<b>I UDINE01</b>	TR TEKIRDA01	0721 Food Processing	2	1	1	4	10
TR TEKIRDA01	<b>I UDINE01</b>	0721 Food Processing	2	1	1	4	10

**C. Teaching Staff Mobility per academic year**

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
------	----	----------------------	----------------------	----------------------------------

<sup>4</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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	* Subject area	Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
<b>I UDINE01</b>	TR TEKIRDA01	0721	Food Processing	2	1
TR TEKIRDA01	<b>I UDINE01</b>	0721	Food Processing	2	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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>I UDINE01</b>	all	Italian	English	B1	
TR TEKIRDA01	All	Turkish	English	B1	

- **At the University of Udine:** 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/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

#### E. 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 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 of I UDINE01:

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

<sup>5</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>

[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.]

#### TR TEKIRDA01

Link for the application documents for incoming students

<http://intrelations.nku.edu.tr/StudentMobility/0/s/3953/4072>

Incoming staff must send a teaching/working programme which includes mobility dates and content to Namik Kemal University's Erasmus office ([infoerasmus@nku.edu.tr](mailto:infoerasmus@nku.edu.tr)). The programme are forwarded to regarding department and it must be confirmed by regarding departmental coordinator and institutional coordinator.

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Erasmus Office [infoerasmus@nku.edu.tr](mailto:infoerasmus@nku.edu.tr)

### 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
<b>I UDINE01</b>	15 May (nomination letter)	30 September (nomination letter)
TR TEKIRDA01	15 April - 15 July	15 April - 15 November

- **I UDINE01 / TR TEKIRDA01** will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from I UDINE01 / TR TEKIRDA01.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto:iss@uniud.it)). **I UDINE01 / TR TEKIRDA01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

- **I UDINE01 / TR TEKIRDA01** 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 / TR TEKIRDA01** 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.

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

[Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>

TR TEKIRDA01	<a href="http://intrelations.nku.edu.tr/recognition/0/s/3953/4522">http://intrelations.nku.edu.tr/recognition/0/s/3953/4522</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
<b>UDINE01</b>		<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students</a>
TR TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 11 10 +90 282 250 11 12	<a href="http://intrelations.nku.edu.tr/">http://intrelations.nku.edu.tr/</a>

## **3. Insurance**

***At the University of Udine:*** 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.

TR TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 11 10 +90 282 250 11 12	<a href="http://intrelations.nku.edu.tr/">http://intrelations.nku.edu.tr/</a>
--------------	--	---



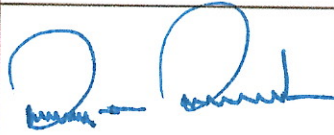
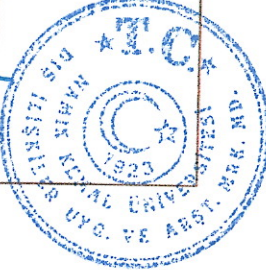
## **4. Housing**

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
<b>I UDINE01</b>		<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine">http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine</a>
TR TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 11 10 +90 282 250 11 12	<a href="http://intrelations.nku.edu.tr/">http://intrelations.nku.edu.tr/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>	stamp
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	14 June 2017		
TR TEKIRDA01	Prof. Dr. Osman ŞİMŞEK Rector	20 JUN 2017		

<sup>6</sup> Scanned signatures are accepted