European Commission

University of Udine

Erasmus + Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2018-2021[2]
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 details[4] (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE *International Relations and Mobility Office* v. Palladio, 8 33100 UDINE ITALY	I UDINE01 PIC-Number 999899281	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	https://www.uniud.it/en/uniud-international/incoming-exchange-students general course catalogue: https://www.uniud.it/en/education/offer courses held in english: https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses

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[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.

	I UDINE01	Academic contact: prof. Lara Manzocco lara.manzocco@uniud.it	
University College Dublin	IRL DUBLIN02 PIC number 999974359	Catherine Convery Senior International Mobility Officer International Office, UCD, Belfield, Dublin 4, Ireland Email catherine.m.convery@ucd.ie Tel +353 1 7168491 Fax +353 1 7161165 Academic Co-ordinator: Prof James Lyng School of Agriculture & Food Science James.lyng@ucd.ie	www.ucd.ie/international Course Catalogue: www.ucd.ie/students/course_search.htm

B. Student Mobility numbers[5] 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 [1st cycle, or undergraduate]	Study cycle [2nd cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	IRL DUBLIN02	0721 Food Processing	X	X	X	2	6
IRL DUBLIN02	I UDINE01	0721 Food Processing	X	X	X	2	6

C. Teaching Staff Mobility per academic year

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

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[5] Mobility numbers can be given per sending/receiving institutions *and per education field (optional*:* http://www.uis.org/Education/Pages/international-standard-classification-of-education.aspx)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	IRL DUBLIN02		0721 Food Processing	1	1
IRL DUBLIN02	**I UDINE01**	0721	Food Processing	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 instruc-tion 1	Language of instruc-tion 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	B1	
IRL DUBLIN02		English		B1	B2

-**_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: https://www.uniud.it/en/uniud-international?set_language=en

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[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

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:
https://www.uniud.it/en/uniud-international/incoming-exchange-students

IRL DUBLIN02:

Erasmus exchange students are not required to submit proof of their proficiency in English. Partner institutions are expected to select students who have a minimum level of B1 CEFR.

UCD welcomes students with disabilities and they may receive support from our Access Centre (http://www.ucd.ie/openingworlds/ucdaccesscentre/). Partner institutions are advised to contact the International Office as early as possible if they intend to nominate a student with a disability so we can ensure that suitable supports are available.

Teaching and staff mobility exchanges are subject to the individual acceptance at the appropriate School.

[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)	30 September (nomination)
IRL DUBLIN02	Nomination: 1 May (email to incoming.erasmus@ucd.ie) Application: 15 May	Nomination: 1 October (email to incoming.erasmus@ucd.ie) Application: 15 October

- **I UDINE01** will send a detailed Erasmus nomination list <u>by e-mail</u>. 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.

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
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
IRL DUBLIN02	www.ucd.ie/governance/asug/assessmentgradingandexaminers/

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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
IRL DUBLIN02	incoming.erasmus@ucd.ie	www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/visa-and-immigration/

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.

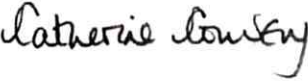IRL DUBLIN02: Please direct queries to incoming.erasmus@ucd.ie.

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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
IRL DUBLIN02	incoming.erasmus@ucd.ie	www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/visa-and-immigration/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]	stamp
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	04/12/18	*Vermiglio*	
IRL DUBLIN02	Catherine Convery Erasmus Institutional Co-ordinator	15.10.2018	*Catherine Convery*	

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[7] Scanned signatures are accepted

University College Dublin

Erasmus+ Information Sheet 2018-2019

About UCD	University College Dublin is Ireland's largest and most richly diversified university. It provides a broad range of courses grouped into six Colleges (College of Arts & Humanities, College of Business, College of Engineering & Architecture, College of Health & Agricultural Sciences, College of Social Sciences & Law, College of Science). UCD traces its origins to the Catholic University of Ireland founded in 1854 by Cardinal John Henry Newman, author of the celebrated 'The Idea of a University'. Today UCD is a vibrant, modern university of over 25,000 students situated on a spacious and leafy campus some 5km to the south of Dublin city centre. Further information on UCD is available at: www.ucd.ie
About Dublin	Located on the east coast of Ireland, Dublin began as a Viking settlement founded over one thousand years ago. In the 21st century, with a population of over one million people, Dublin is the thriving capital of the Republic of Ireland and is the centre of the political, diplomatic, administrative and commercial life of the country. Famous for its literary tradition, Ireland's capital has been home to writers from Jonathan Swift to William Butler Yeats and James Joyce. A visit to Dublin allows you to explore both the historical and the modern, from castles and churches to cafés and clubs. Further information on Dublin is available at: www.visitdublin.com
Office responsible for exchanges	UCD International Gerard Manley Hopkins Centre University College Dublin Belfield, Dublin 4, Ireland Tel: +353-1-716-8500 Fax: +353-1-716-1165
Erasmus Institutional co-ordinator	Catherine Convery Senior International Mobility Officer International Office, UCD Tel: +353-1-716-8491 E-mail: catherine.m.convery@ucd.ie
Useful websites	UCD: www.ucd.ie UCD International: www.ucd.ie/international International Student Handbook: http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/international-student-handbook/ Incoming Exchange Students: http://www.ucd.ie/international/study-at-ucd-global/

Courses:
www.ucd.ie/students/course_search.htm
Academic Calendar: www.ucd.ie/students/keydates.htm
Residences: www.ucd.ie/residences

ACADEMIC CALENDAR 2018/19	
Semester 1	Orientation: Tuesday 4 September to Friday 7 September 2018 Teaching Term: Monday 10 September to Friday 30 November 2018 Revision: Saturday 1 December to Sunday 9 December 2018 Exams: Monday 10 December to Friday 21 December 2018
Semester 2	Orientation: week beginning Monday 14 January 2019 (exact date to be confirmed) Teaching Term: Monday 21 January to Friday 8 March 2019 Spring break: Monday 11 March to Friday 24 March 2019 Teaching Term: Monday 25 March to Friday 26 April 2019 Revision: Monday 27 April to Friday 5 May 2019 Exams: Tuesday 7 May to Saturday 18 May 2019 Students **MUST** arrive in UCD in time for the start of classes. Those who do not do so may have their admission cancelled by UCD.
APPLICATION INFORMATION	
Application Forms and deadline	Nomination deadlines: 1 May and 1 October Email nominations to incoming.erasmus@ucd.ie Online application for Erasmus students at www.ucd.ie/apply Deadline for September start: 15 May 2018 Deadline for January start: 15 October 2018 *Please note that UCD does not accept freemover students.*
COURSE INFORMATION	
Credit System and Course Load	UCD uses the European Credit Transfer System (ECTS). A full courseload is 30 credits per semester. At undergraduate level each module is worth 5 credits and students take six modules per semester. Exchange students may take fewer modules if permitted by their home institution.
Course Selection and Registration	A list of courses offered in UCD is available at: **http://www.ucd.ie/students/course_search.htm** Restrictions apply in some subject areas: 1. Not open to exchange students: Medicine, Veterinary Medicine, Education. 2. Open only to students on agreements in these specific areas: Nursing, Physiotherapy, Radiography, Business, Law, Psychology 3. Restrictions apply: English literature (level 3 modules) 4. Masters level modules: spaces cannot be guaranteed on these modules. Student requests are on a case-by-case basis. Students will be sent information about course selection during the summer. The International Office registers students for their chosen courses. Students have a two-week add/drop period from the first day of classes to make changes to their course registration.

Results of Examinations	Examination results are released online to all students and they are notified by email regarding the date they will be available. Students are later sent a formal Statement of Results by post, to their home address.
Grading system	Full information on the UCD grading system is available at http://www.ucd.ie/students/assessment/results.html
Language of instruction	English – incoming students are advised to have a level of B1 (CEFR). Erasmus students do not need to have a language certificate.
Language courses	Students can take English as a Foreign Language modules (worth 5 credits) each semester. These modules may be taken for credit only, attendance is otherwise not permitted.
Students with disabilities	UCD welcomes students with disabilities and they may receive support from our Access Centre (http://www.ucd.ie/openingworlds/ucdaccesscentre/). Partner institutions are advised to contact the International Office as early as possible if they intend to nominate a student with a disability so we can ensure that suitable supports are available.
ACCOMMODATION	
Accommodation Application	Students may apply for accommodation on campus if available, but should note that there is a limited supply for Erasmus students Full information about the process and relevant deadlines will be sent by the International Office. It is very important that incoming exchange students should follow the information given by the UCD International Office regarding the accommodation application procedure. See also www.ucd.ie/residences The International Office provides support to students looking for off-campus accommodation.
IMMIGRATION REQUIREMENTS	
Student Visa	Students with citizenship of countries listed in the appendices of the International Students Handbook do not require a student visa to enter Ireland but must register with immigration after arrival in Dublin. Information on registration with immigration is available in section 3 of the International Students Handbook and will be further explained at orientation. Students with citizenship of a country **not** listed in the appendices of the International Students Handbook must contact their local Irish embassy for information about visa application. Important: Visas valid for the Schengen countries are NOT valid for Ireland. See also http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/visa-and-immigration/. Incoming students should email incoming.erasmus@ucd.ie to request supporting documentation.
Work	Exchange students in UCD can work up to 20 hours per week part-time during term-time and full-time during the university holidays either on or off-campus
Insurance	Detailed information regarding health insurance and the Student Health Service in UCD is available in the International Students Handbook. EU students should have an EHIC card. Please direct other insurance queries to incoming.erasmus@ucd.ie
Transportation from Airport to UCD	Aircoach, a private bus services, operates a regular service from Dublin Airport to UCD at a cost of €10.00 single/€16.00 return. Advance booking is available online, along with further information, at www.aircoach.ie
COST OF LIVING	
Estimated total cost of living per month	See information at http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/living-costs/

University accommodation	Details of the costs of the various residences on-campus are found at http://www.ucd.ie/residences/residential-services/finance/