

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 2015-2021<sup>2</sup>

between programme countries

[Minimum requirements]<sup>3</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>4</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	<a href="http://www.uniud.it/inter-national-area/incoming-mobility">http://www.uniud.it/inter-national-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/inter-national-area">http://www.uniud.it/inter-national-area</a>
	<b>I UDINE01</b>	<b>Academic contact:</b> prof. Giannina Vizzotto <a href="mailto:giannina.vizzotto@uniud.it">giannina.vizzotto@uniud.it</a>	
<b>CYPRUS UNIVERSITY OF TECHNOLOGY</b>	CY LIMASSO02	<b>CYPRUS UNIVERSITY OF TECHNOLOGY</b> P.O. Box 50329, 3603, Limassol-Cyprus	Web: <a href="http://www.cut.ac.cy">www.cut.ac.cy</a>

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p><b>Dr. Charalambos Chrisostomou</b> Director for Research and International Relations Erasmus Institutional Coordinator</p> <p>Erasmus Officer Stavroulla Antoniou Stavroulla.antoniou@cut.ac.cy</p> <p>Tel: +357 25 00 23 90 Fax: +357 25 00 27 63</p>	<p>Tel: 00 357 25 00 25 62 Fax: 00 357 25 00 27 63</p> <p><a href="mailto:c.chrisostomou@cut.ac.cy">c.chrisostomou@cut.ac.cy</a> Academic Contact:</p> <p><b>Vassilis Fotopoulos</b> Assistant Professor Department of Agricultural Sciences, Biotechnology and Food Science</p>
--	--

### B. Student Mobility numbers<sup>5</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 undergraduate]	Study cycle [2 <sup>nd</sup> cycle, or postgraduate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	CY LIMASSO 02	0812- Horticulture	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	2 students	2 students x 5 months = 10
CY LIMASSO 02	I UDINE01	0812- Horticulture	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	2 students	2 students x 5 months = 10

### C. Teaching Staff Mobility per academic year

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.ujs.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	CY LIMASSO 02	01.0	Agriculture Sciences	1 teaching staff/5 days (min. 8 hours teaching)	TBA
CY LIMASSO 02	I UDINE01	01.0	Agriculture Sciences	1 teaching staff/5 days (min. 8 hours teaching)	TBA

#### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01					
CY LIMASSO02		Greek	English	English B1 Greek B1	English B2 Greek 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: <http://www.uniud.it/international-area>

<sup>6</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>

## **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/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>**

## **CYPRUS UNIVERSITY OF TECHNOLOGY**

### **Language of instruction**

The Language Centre provides Greek Language courses annually, for all language levels, designed to offer adequate linguistic support to incoming students as well as staff interested to attend them. Courses are free of charge. Apart from Greek, incoming participants can attend English, French, Spanish and German language courses.

Greek is the official language of instruction. Incoming students are encouraged to attend the Greek Language courses offered by the Language School of the University during the semesters.

Incoming students are also expected to have knowledge of the English language up to level B1 at least. They should include in their application documents official language examination certificates such as TOEFL, IGCSE or other similar. In case these are not available the students must present a certificate from their home university which verifies their knowledge of English Language up to level B1 and at the same time indicate the courses and level of English attended on their Transcript of Records. It is up to the host department to decide whether this certificate is considered enough for the student's acceptance. Currently the Department of Communication and Internet Studies offers an English semester of 30 ECTS during the spring semester. Other CUT Departments may offer bibliography, assignments, tutorials and exams in English for certain courses that are pre-agreed with the academics in the relevant departments.

### **Courses**

All courses taught at CUT are described in the official Language of the University, Greek. Course information can be also found in the web page of each department independently. A Course catalogue in English is updated on the website regularly so as to allow incoming participants to make well informed choices prior to mobility.

<http://www.cut.ac.cy/university/administration/proffice/publications/?languageId=2>

**Course catalogue:** <http://www.cut.ac.cy/erasmus/?contentId=119640>

[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
<b>I UDINE01</b>	15 May (nomination letter)	30 September (nomination letter)
<b>CY LIMASSO02</b>	May 15 <sup>th</sup> for academic year/ Fall Semester	October 31 <sup>st</sup> for Spring Semester including Summer Placements

- **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](mailto: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.

### Cyprus University of Technology (CY LIMASSO02)

The receiving institution will send its decision within six weeks.

A **Transcript of Records** will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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.

## G. Information

### 1. Grading systems of the institutions

The link to our webpage is

Institution [Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<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>

### Cyprus University of Technology (CY LIMASSO02)

Program Requirements: The grading system is numeric from 0 to 10 rounded to the nearest half unit and 5 is the passing grade. A student must satisfy the program requirements as described in the University's prospectus corresponding to the year of entry

Grade Point	Meaning
9.5 – 10.0	Excellent with Distinction (Άριστα με Διάκριση)
8.5 – 9.49	Excellent (Άριστα)
6.5 – 8.49	Very Good (Λίαν Καλώς)
5.0 - 6.49	Good (Καλώς)
I	Incomplete
P	Pass (non marked course)
W	Official Withdrawal of course

#### Calculation of Semester Grade Point Average (GPA)

For each course, the number of credits is multiplied by the numerical value of the ordinal grade received to obtain the Grade Points:  
(Number of ECTS) X (Numerical (European) Value of the Ordinal Grade) = Grade Points

Then, calculate the semester grade point average by dividing the sum of grade points by the sum of the semester credits: (Sum of Grade Points) / (Sum of Semester Credits) = Semester Grade Point Average

### 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	Contact details	Website for information
-------------	-----------------	-------------------------

[Erasmus code]	(email, phone)
I UDINE01	<p><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></p>
CY LIMASSO 02	<p>Erasmus Office</p> <p><a href="mailto:Erasmus@cut.ac.cy">Erasmus@cut.ac.cy</a></p> <p>Tel: 00 357 25 00 23 90</p> <p>Visas are not required for European Union (E.U.) students.</p> <p>Non – European Union (non E.U.) students should contact the University of Cyprus to inquire whether they need to apply for a visa. Should a visa be required, students may apply to the Cyprus Embassy or Consulate in their country of origin.</p> <p>= Visa Requirements for citizens from countries that there is a Cyprus Embassy or Consulate</p> <p>Those students will obtain their visa from the Cyprus Embassy or Consulate in their country. However, to be able to do so they are required first to submit at Cyprus University of Technology the following documents (two copies each). It is to be noted that the Cyprus Civil Registry and Migration Department, will forward the documents of each individual at the Cyprus Embassy or Consulate in their country:</p> <ul style="list-style-type: none"> <li>• Certified copy of a valid passport or other travel document to cover: <ul style="list-style-type: none"> <li>○ At least its intended course of study or</li> <li>○ At least two years,</li> </ul> </li> <li>• Duly certified copies of academic qualifications.</li> <li>• Duly certified copy of good conduct letter from the police authorities in their country with an official translation into English or Greek. This letter is considered valid for a six month period.</li> <li>• Duly certified copies of medical certificates attesting to good health, and including blood tests (hepatitis B, C, HIV and syphilis) and Chest X-Ray (Tuberculosis). Medical examinations are considered valid for a four-month period.</li> <li>• Acceptance letter from Cyprus University of Technology, with full description of his/her program and its duration.</li> <li>• Documentary proof from a bank in their country that first-semester tuition fees have been transferred through Western Union/ Money Gram or by swift transfer (this is not required when the foreigner is granted a full scholarship).</li> <li>• Documentary proof from a bank in their country that the student can afford to pay his/her living expenses in Cyprus and tuition fees or documentary proof for granting a scholarship from an institution in their country. Students must present in cash or travel checks the amount of \$2.600 or €2.000 for their living expenses (full scholarship students are excluded).</li> <li>• 4 passport size photographs.</li> <li>• €85,43 visa fees.</li> </ul>

	The above documents are requested to be duly certified and will be certified by the Embassy/Consulate of Cyprus. The Cypriot Embassy or Consulate in their country will contact the individuals and invite them for an interview. At the time of the interview they need to present the original documents of all the above. If the entry visa is granted to the individual, the Consulate will stamp his/her documents and will return them back to him/her. The students who are successful in obtaining a Visa they have to present the stamped documents as they were presented during the interview at the Embassy/Consulate, at the point of entry at Larnaka airport in Cyprus
--	---

### 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.

### CYPRUS UNIVERSITY OF TECHNOLOGY

The Student General Accident Insurance Scheme mentioned at <http://www.cut.ac.cy/erasmus/data/> which costs 7€, will be covered on behalf of the Erasmus Office for each incoming student. Please keep in mind that the start period of the Student General Accident Insurance Scheme starts mid October for all (local or international Students) and is valid until the end of academic year ( May end).

Students are expected to use their own Health and Safety Plan prior or after the above mentioned period. A visit to Hospital/ Clinic for medical reasons is only free to Governmental Hospitals in the event that students present their European Blue card (or health card).

E.U. students, who have the European Medical Card E111, are entitled to free medical care by Cyprus national hospitals, upon presentation of the card.

Non – E.U. students, as well as E.U. students not in possession of the above card, must obtain private medical insurance for in-hospital and outpatient medical treatment in Cyprus

**All students must have medical insurance in their country. Any further document required by a Company during a placement regarding liability, must be arranged on the part of the Incoming Student.**

### 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/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>
<b>CY LIMASSO02</b>	Housing Office: <a href="mailto:housing@cut.ac.cy">housing@cut.ac.cy</a>	<a href="http://www.cut.ac.cy/studies/accommodation/studentHalls/">http://www.cut.ac.cy/studies/accommodation/studentHalls/</a>



	c.anaxagorou@cut.ac.cy	
--	------------------------	--

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	5/11/14		
CY LIMASSO02	Dr. Charalambos Chrisostomou  Director for Research and International Relations	4/11/14		

<sup>7</sup> Scanned signatures are accepted