



European Commission



University of Udine



Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2021² **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+ 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 details⁴ (email, phone)	Website (eg. of the course catalogue)
Corvinus University of Budapest H-1093 Budapest, Fővám tér 8. Faculty of Food Science H-1118 Budapest, Villányi út 29-43.	HU BUDAPES03	- Ms. Judit Dán-Csala, Institutional Erasmus Coordinator (erasmus@uni-corvinus.hu ; +36 1 482 5213) - Ms. Judit Busne Pap, Faculty Coordinator (buspap@uni-corvinus.hu ; +36 1 482 6556)	general English website: www.uni-corvinus.hu/eng course catalogue: corvinus.mobilitymanager.hu/courses

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.

UNIVERSITY OF UDINE International Relations and Mobility Office 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	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in English: http://www.uniud.it/international-area
	I UDINE01	Professor/departmental coordinator: Roberto ZIRONI <u>roberto.zironi@uniud.it</u> DIAL - DIPARTIMENTO DI SCIENZE DEGLI ALIMENTI	

B. Mobility numbers⁵ per academic year

[Paragraph to be added, 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 January 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 [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HU BUDAPES03	I UDINE01	541, 629	Agriculture, forestry and fishery (viticulture and oenology)	1 st or 2 nd or 3 rd	1/6	

⁵ 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>)

I UDINE01	HU BUDAPES03	541	Food Science	1 st or 2 nd or 3 rd	1/6	
-----------	--------------	-----	--------------	---	-----	--

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 <i>[total number of weeks of teaching periods or average duration *]</i>	Staff Mobility for Training *
HU BUDAPES03	I UDINE01	541, 629	Agriculture, forestry and fishery (viticulture and oenology)		
I UDINE01	HU BUDAPES03	541	Food Science	1/5	

C. 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 ⁶	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
HU BUDAPES03	541	English	Hungarian	B2	B2
I UDINE01	541	Italian	English (postgraduate)		

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>

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>

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

[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.]

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>

The Corvinus University of Budapest welcomes students and staff members with disabilities, however acceptance requires approval (in case of students: during the online nomination period, in case of staff members: when applying).

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU BUDAPES03	online nomination: April 30 online application: May 5	online nomination: October 31 online application: November 5
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

[to be adapted in case of a trimester system]*

- 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.

2. The receiving institution will send its decision within [] weeks. The Corvinus University of Budapest will send its decision within 2 weeks of the receipt of the nomination / application in case the nominated / applying student cannot be accepted.

3. A Transcript of Records will be issued by the receiving institution no later than [4] 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]*

4. Termination of the agreement

This agreement will remain in effect for the above determined period of validity or until the involved institutions both agree in the discontinuation of the exchanges. 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. NB: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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."]

F. Information

1. Grading systems of the institutions

Corvinus University of Budapest: www.uni-corvinus.hu/eng -> Exchanges -> Incoming Students -> ECTS grading

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

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
HU BUDAPES03	Mr. Gábor Szalai intoffice@uni-corvinus.hu 00-36-1-482-5189	www.uni-corvinus.hu/eng -> Exchanges -> Incoming Students -> Practical information
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU BUDAPES03	Mr. Gábor Szalai intoffice@uni-corvinus.hu 00-36-1-482-5189	www.uni-corvinus.hu/eng -> Exchanges -> Incoming Students -> Practical information

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

IUDINE01		<p>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.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>
----------	--	---

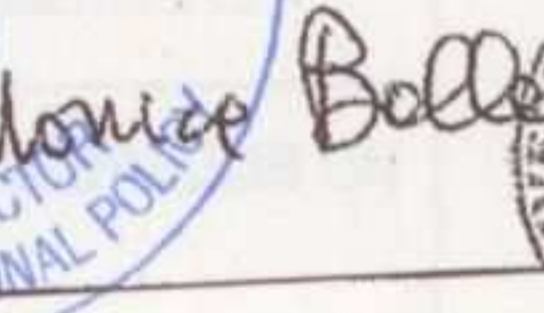
4. Housing

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
HU BUDAPES03	housing@esncorvinus.com	corvinus.esn.hu/content/housing
IUDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
HU BUDAPES03	Dr. Gyula Vatai, Dean of the Faculty of Food Science	26/11/2012	
HU BUDAPES03	Dr. Zoltán Szántó, Vice Rector for Education	05/12/2012	
IUDINE01	Vice rector for International Mobility prof. M. Ballerini	21/11/13	

⁸ Scanned signatures are accepted