



Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21 **between programme countries**

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	UNIVERSITY OF UDINE I UDINE01 <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY
Contact details (Erasmus Institutional Coordinator and Departmental Coordinator)	<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 ACADEMIC CONTACTS: <u>prof.</u> <u>enrico.peterlunger@uniud.it</u> (agriculture)

	Prof. anna.frangipane@uniud.it (civil engineering)
Website (eg. Of the course catalogue)	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
Name of the institution (and department, where relevant) Erasmus code	Universität für Bodenkultur Wien A WIEN03 www.boku.ac.at
Contact details (Erasmus Institutional Coordinator and Departmental Coordinator)	Center of International Relations Peter-Jordan-Strasse 82a, 1190 Wien Tel.: +43 1 47654-2602 Fax: +43 1 47654-2606 Incomings: Ulrike Piringer, erasmustoboku@boku.ac.at Outgoings / Bilateral Agreements: Katrin Hasenhündl, Erasmus@boku.ac.at
Website (eg. Of the course catalogue)	https://online.boku.ac.at http://www.boku.ac.at/international.html?&L=1

B. Mobility numbers per 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.

Student mobility for traineeships is done by individual agreement only.

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
A WIEN03	I UDINE01	62	Agriculture, forestry and fishery	1st	12,00 Months 2,00 persons	
I UDINE01	A WIEN03	62	Agriculture, forestry and fishery	1st	12,00 Months 2,00 persons	
A WIEN03	I UDINE01	541	Food processing	1st	6,00 Months 1,00 persons	

I UDINE01	A WIEN03	541	Food processing	1st	6,00 Months 1,00 persons	
A WIEN03	I UDINE01	582	Building and civil engineering	1st	6,00 Months 1,00 persons	
I UDINE01	A WIEN03	582	Building and civil engineering	1st	6,00 Months 1,00 persons	

FROM	TO	Subject area code	Subject area name	Study cycle	Number of staff mobility periods	
					Staff Mobility for Teaching	Staff Mobility for Training
A WIEN03	I UDINE01	62	Agriculture, forestry and fishery		2,00 Weeks 2,00 persons	
I UDINE01	A WIEN03	62	Agriculture, forestry and fishery		1,00 Weeks 1100 persons	

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01	All	Italian	English	B2	
A WIEN03	All	German	English	B2*	B2

¹ 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 homepage and the course catalogue of each institution:

I UDINE01: *-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>

A WIEN03:

*Students who have received less than 180 ECTS so far, have to prove German language skills at level B2 of the Common European Framework of languages. (BOKU does not offer enough courses taught in English at Bachelor level)

Students who have received more than 180 ECTS so far, have to prove either German OR English language skills at level B2 of the Common European Framework of languages <http://www.boku.ac.at/int-in-e-howtoapply.html?&L=1>

Course Catalogue search: <https://online.boku.ac.at/BOKUonline/webnav.ini>

D. Additional requirements

I UDINE01:

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>

A WIEN03:

Measures for preparing, receiving and integrating mobile students and/or staff:

<http://www.boku.ac.at/int-in.html?&L=1>

Infrastructure to welcome students and staff with disabilities:

<http://www.boku.ac.at/bes-bed.html>

contact: DI Ruth Scheiber, ruth.scheiber@boku.ac.at , +43 1 47654-1300

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
A WIEN03	Nomination* : 31 st of May Application : 30 th of June	Nomination* : 31 st of October Application : 30 th of November

* If students need visa/residence permit, please nominate them earlier.

2. The receiving institution will send its decision within 6 weeks after the application has been completed.
3. 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]*
 - **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.

4. Termination of the agreement

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. 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

I UDINE01:

A WIEN03:

Austrian grade	ECTS grade	Verbal
1 (sehr gut)	A/B	Excellent / Very good
2 (gut)	C	Good
3 (befriedigend)	D	Satisfactory
4 (genügend)	E	Pass
5 (nicht genügend)	F/FX	Fail

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

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		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng

A WIEN03	Center of International Relations, Incomings Tel.: +43 1 47654-2621 E-mail: erasmustoboku@boku.ac.at	http://www.boku.ac.at/int-in-life-prioroarrival.html?&L=1
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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
I UDINE01		<p><u>At the University of Udine:</u> 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>
A WIEN03	Center of International Relations, Incomings Tel.: +43 1 47654-2621 E-mail: erasmustoboku@boku.ac.at	http://www.boku.ac.at/int-in-life-prioroarrival.html?&L=1





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		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
A WIEN03	Center of International Relations, Incomings Tel.: +43 1 47654-2621 E-mail: erasmustoboku@boku.ac.at	http://www.boku.ac.at/int-in-life-priortoarrival.html?&L=1

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	12/12/13	 
A WIEN03	Dr. Margarita Calderón-Peter Erasmus Institutional Co-ordinator	16.12.2013	 

² Scanned signatures are accepted