



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 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* (email, phone)	Website (e.g. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	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	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
Université de Strasbourg	F STRASBO48	Erasmus Institutional Coordinator:	See annex

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.

		Ms Sandra REBEL Administrative for Erasmus agreements: M. Ludovic FABRE International Office Ludovic.fabre@unistra.fr	
	I UDINE01	Professor/departemental coordinator: Claudio CRESSATI claudio.cressati@uniud.it DISG - DIPARTIMENTO DI SCIENZE GIURIDICHE	
	F STRASBO48	Professor/departemental coordinator: Mrs Biancp POLO DEL VECCHIO biancapdv@unistra.fr LSHA/ITIRI	

B. Student Mobility numbers⁵ 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 st cycle or undergraduate]	Study cycle [2 nd cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	F STRASBO48	313, 316 Political science and civics - International Relations, European Studies		X	Master Euroculture	4	5
F STRASBO48	I UDINE01	313, 316 Political science and civics -		X	Master Euroculture	4	5

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>)

		International Relations, European Studies					

C. Teaching Staff Mobility per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject of area code* [ISCED]	Subject area name*	Number of staff mobility periods	
				Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 5)
I UDINE01	F STRASBO48	313, 316	Political science and civics - International Relations, European Studies	1 x 1 week	1
F STRASBO48	I UDINE01	313, 316	Political science and civics - International Relations, European Studies	1 x 1 week	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 ⁶	
				Student Mobility for Studies (Minimum)	Staff Mobility for Teaching (Minimum)

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>

			recommended level: B1	recommended level: B2
I UDINE01		English		
F STRASBO48		French	B1	B2

- 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>

E. Additional requirements

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:

- <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>

F STRASBO48: see annex which is an integral part of this agreement

[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

F STRASBO48: see annex which is an integral part of this agreement

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 letter)	30 September (nomination letter)

2. The 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 (such as online nominations etc.).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc.).

4. The I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

5. Erasmus incoming student at the I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by the I UDINE01 no later than 5 weeks directly to the personal post address of the student.

6. 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

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
F STRASBO48	See annex which is an integral part of this agreement

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
F STRASBO48	See annex	See annex which is an integral part of this agreement

3. Insurance

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.

F STRASBO48: See annex which is an integral part of this agreement

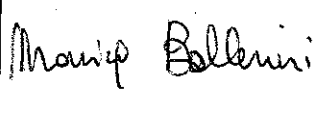



4. Housing

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
F STRASBO48	see annex	See annex which is an integral part of this agreement

H. Signature of the institutions (legal representatives)

Institution (Erasmus code)	Name function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	29/11/13		
F STRASBO48	Ms Sandra REBEL, Erasmus Institutional Coordinator	27/11/2013		

⁷ Scanned signatures are accepted



Annex to Erasmus+ Inter-Institutional Agreement Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Université de Strasbourg
Erasmus Code	F STRASBO48
EUC	Waiting for the Charter publication
Institution website	http://www.unistra.fr
Online course catalogue	http://www.unistra.fr/index.php?id=18506

1.2. Main contacts

Erasmus Institutional Coordinator	Ms. Sandra REBEL sandra.rebel@unistra.fr +33 3 68 85 65 13
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Teaching Staff – Staff Training - Placements

For all faculties International Central Office 22 rue René Descartes 67084 Strasbourg cedex	
Teaching Staff (STA) (outgoing & incoming) Staff Training (STT) (outgoing & incoming) Placements (outgoing)	Mrs. Carmen FUCHS dri-outgoing-placements-europe@unistra.fr +33 3 68 85 60 03

Student mobility for Studies, Inter-institutional Agreements and Housing

For EM Strasbourg Business School / Ecole de Management Strasbourg International Office 61 Avenue de la Forêt Noire 67085 Strasbourg cedex www.em-strasbourg.eu	
Bilateral agreements	Ms. Claudia SAMPEL claudia.sampel@em-strasbourg.eu +33 3 68 85 84 06
Outgoing Students	Ms. Claudia SAMPEL claudia.sampel@em-strasbourg.eu +33 3 68 85 84 06 Ms. Philippa CAHILL philippa.cahill@em-strasbourg.eu +33 3 68 85 83 86



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Incoming Students and Housing	Ms. Elodie THEVENET elodie.thevenet@em-strasbourg.eu +33 3 68 85 84 03
For BAI, Incoming and Outgoing students	Ms. Séverine BONHOMME Severine.bonhomme@em-strasbourg.eu +33 3 68 85 83 61 Replaced by Ms. Zita FONYODI until end of January 2014 Zita.fonyodi@em-strasbourg.eu

<p>For Faculty of Law / Faculté de Droit International Office 1 Place d'Athènes B.P. 66 67045 Strasbourg cedex http://www-faculte-droit.u-strasbg.fr/index.php?id=1406</p>	
Bilateral agreements	Mrs. Armelle DARBON
Incoming Students and Housing	droit-erasmus@unistra.fr
Outgoing Students	+33 3 68 85 88 24

<p>For Institute of Political Studies / Institut d'Etudes Politiques International Office 47 Avenue de la Forêt Noire 67082 Strasbourg cedex http://www.iep-strasbourg.fr/international/venir-etudier-a-liep/</p>	
Bilateral agreements	Mrs. Fabienne GOETZ-RICOU
Outgoing Students	f.goetzricou@unistra.fr +33 3 68 85 81 06
Incoming Students and Housing	Mrs. Michelle BENOIT michelle.benoit@unistra.fr +33 3 68 85 81 05

<p>For IUT Robert Schuman International Office 72 route du Rhin CS 10315 67411 Illkirch http://iutrs.unistra.fr</p>	
Bilateral agreements	Mrs. Fabienne KLEFFER
Outgoing Students	iutrs-ri@unistra.fr
Incoming Students and Housing	+33 3 68 85 84 54



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<p>For <u>Faculty of Life Sciences / Faculté des sciences de la vie</u> 28 rue Goethe 67000 Strasbourg http://sciencesvie.u-strasbg.fr</p>	
<p>Outgoing Students</p> <p>(NB: for Bilateral Agreements and Incoming Students and Housing, see the contacts below "for all others faculties")</p>	<p>Ms. Angélique LAUGEL alaugel@unistra.fr +33 3 68 85 19 75</p>

<p>For <u>all others faculties</u> International Central Office 22 rue René Descartes 67084 Strasbourg cedex</p>	
Bilateral agreements	<p>Mr. Ludovic FABRE ludovic.fabre@unistra.fr +33 3 68 85 60 12</p>
Outgoing Students	<p>Mrs. Sabine SZUSZMAN dri-outgoing-studies-europe@unistra.fr +33 3 68 85 66 13</p>
Incoming Students	<p>Mrs. Pascale RANSON dri-incoming-studies-europe@unistra.fr +33 3 68 85 63 82</p>
Housing for incoming students	<p>Mrs. Séverine CENSI scensi@unistra.fr +33 3 68 85 60 02</p>



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2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Faculty	Subject area	Language(s) of instruction	Recommended language of instruction level *
Staff Mobility for Teaching	Any	Any	French/English	B2
Student Mobility for Studies	EM Strasbourg	340-Management	French/English	B2
	IUT Robert Schuman	32-Information/communication	French	
		342-Marketing and Sales		
		442-Chemistry		
		48-Informatic		
	582-Civil engineering			
EOST	443-Earth sciences	French		
FLCE/Etudes allemandes	222-Languages	French		
Others faculties	Any	French	B1	

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

To facilitate the integration of incoming students, the University of Strasbourg offers a buddy system. We also organize a welcome session at the beginning of each semester to give the incoming students all the practical information for a successful installation in Strasbourg. Moreover cultural tours and activities are offered to incoming students during all the year.

The Unistra also offers different devices to allow students to improve their level of French (<http://www.unistra.fr/index.php?id=18509>).

The University of Strasbourg can welcome students and staff with disabilities. We have two specific structures to help students and staff with disabilities.



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2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

For EM Strasbourg	Autumn term	End of May
	Spring term	End of October
For all others faculties	Autumn term	Mid May
	Spring term	End of October

2.3.2. Decision Response

We will send our decision within 4 weeks.

2.3.3. Transcripts of Records

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

2.3.4. Termination of Agreement

[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."]

3. Additional information

3.1. Grading system

<http://www.unistra.fr/index.php?id=18506>

[It is recommended that each institution provides the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.]

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

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge11.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	http://www.unistra.fr/index.php?id=vie-pratique
IUT Robert Schuman	Mrs Fabienne KLEFFER (see details above)	
all others faculties	Ms Pascale RANSON (see details above)	



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3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge11.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	http://www.unistra.fr/index.php?id=vie-pratique
IUT Robert Schuman	Mrs Fabienne KLEFFER (see details above)	
all others faculties	Ms Pascale RANSON (see details above)	

3.4. Housing

Our institution will guide incoming student/staff 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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge13.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	The IEP has a quota of about 50 rooms in Halls of Residence. They are apportioned on a first come first served basis. Application forms are sent by email to students.
IUT Robert Schuman	Mrs Fabienne KLEFFER (see details above)	http://www.unistra.fr/index.php?id=18509#c83593
all others faculties	Mrs Séverine CENSI (see details above)	