

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	Claudia.schileo@uniud.it 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/international-area/incoming-mobility">http://www.uniud.it/international-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/international-area">http://www.uniud.it/international-area</a>
<b>Karl-Franzens-Universität Graz</b> <i>(University of Graz)</i> Universitätsplatz 3, 8010 Graz/Austria	A GRAZ01	Diana Afrashteh, ERASMUS Institutional Co-ordinator Office of International Relations T: +43-316-380-1247 ; F: +43-316-380-9156; <a href="mailto:diana.afrashteh@uni-graz.at">diana.afrashteh@uni-graz.at</a> ;  <b>Contact for incoming students/nominations to :</b> <a href="mailto:ania.hoffmann@uni-graz.at">ania.hoffmann@uni-graz.at</a> (on leave: <a href="mailto:monika.ostirschein@uni-graz.at">monika.ostirschein@uni-graz.at</a> ) T: +48 316 380 1246	International: <a href="http://international.uni-graz.at/en/">http://international.uni-graz.at/en/</a>  Courses: <a href="https://online.uni-graz.at/kfu_online/webnav.ini">https://online.uni-graz.at/kfu_online/webnav.ini</a>  courses in English: <a href="http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/">http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/</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.

	I UDINE01	<b>Professor/departmental coordinator:</b> Prof. Clara Graziano clara.graziano@uniud.it	
	A GRAZ01	<b>Professor/departmental coordinators:</b> Prof. Christian Gehrke Department of Economics T: +43 316 380 3457; christian.gehrke@uni-graz.at	

### 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	A GRAZ01	314 Economics (Double Degree)	X	X		15	5(=75)
A GRAZ01	I UDINE01	314 Economics (Double Degree)	X	X		15	5(=75)

### C. Teaching Staff Mobility per academic year

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	A GRAZ01	314	Economics	2	1 (8 h of teaching)
A GRAZ01	I UDINE01	314	Economics	2	1 (8 h of teaching)

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

## 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English if required	A1	
A GRAZ01		German	English	B2 (CERF)	B2 (CERF)

- 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>

Courses taught in English at A GRAZ01: <http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/>

## E. 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:

- <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 GRAZ01:

The incoming Erasmus student/partner university can check all relevant information on <http://international.uni-graz.at/en/stud/incoming/nominiert/aufenthalt-graz/>

<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>

Information for students with disabilities: <http://integriert-studieren.uni-graz.at/>

## 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 letter)	30 September (nomination letter)
A GRAZ01	Nomination: May 15th Application: June 1st	Nomination: October 15th Application: November 1st

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.).

A GRAZ01: Students need to be nominated (giving name, email address, field of study, level of studies) by email to the international office. Nominated students will receive an access code for the online registration and will then have to send their application documents by regular mail.

Deadlines for the online application: 1st June for the winter semester / whole academic year and 1st November for the summer semester

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto: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.

A GRAZ01 will send its decision (information package) within 6 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.

A GRAZ01: A Transcript of Records will be issued by the University of Graz no later than 5 weeks after the assessment period has finished.

6. Termination or modification of the agreement:

Termination of the agreement: the agreement can be modified or terminated unilaterally, as long as at least one academic year notice is given. 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

Institution (Erasmus code)	WEB PAGE
I UDINE01	<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>
A GRAZ01	Grading system: Student performances are graded individually and not on a statistical basis. More information on the grading system: <a href="http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf">http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf</a>

### 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		<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>
A GRAZ01	<a href="mailto:anja.hoffmann@uni-graz.at">anja.hoffmann@uni-graz.at</a> (on leave: <a href="mailto:monika.ostirschein@uni-graz.at">monika.ostirschein@uni-graz.at</a> ) T: +48 316 380 1246	<a href="http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/">http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/</a>

### 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.

**A Graz01:** <http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/>





### 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		<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>
A GRAZ01	<a href="mailto:anja.hoffmann@uni-graz.at">anja.hoffmann@uni-graz.at</a> (on leave: <a href="mailto:monika.ostirschein@uni-graz.at">monika.ostirschein@uni-graz.at</a> ) T: +48 316 380 1246	<a href="http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/">http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/</a>

### H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	11/07/14		
A GRAZ01	Prof. Christa Neuper Rector	22/9/2014		

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



## ERASMUS Key Data 2014/2015

<b>Official name</b>	<b>KARL-FRANZENS-UNIVERSITÄT GRAZ</b>
<b>Erasmus code</b>	<b>A GRAZ01</b> ECHE code: 28563-LA-1-2014-1-AT-E4AKA1-ECHE
<b>Visiting &amp; post address</b>	Universitätsplatz 3 A-8010 Graz Austria/Europe
<b>Rector/Head of institution</b>	Professor Dr. Christa Neuper
<b>Office of International Relations</b>	Universitätsplatz 3 A-8010 Graz- Austria/Europe fax: +43-316-380-9156
<b>Contact persons</b> <i>(phone, fax, e-mail)</i>	<b>Head of office:</b> Sabine Pendl phone: +43-316-380-2211 e-mail: sabine.pendl@uni-graz.at  <b>ERASMUS Institutional Coordinator: Diana Afrashteh (bilateral agreements, teacher &amp; staff mobility)</b> phone: +43-316-380-1247 e-mail: diana.afrashteh@uni-graz.at  <b>ERASMUS-student flow:</b>  <b>Outgoing students:</b> Karin Schwach phone: +43-316-380-2212 e-mail: karin.schwach@uni-graz.at  <b>Incoming students:</b> Anja Hoffmann (on maternity leave: Monika Oštir-Schein) phone: +43-316-380-1246 e-mail: anja.hoffmann@uni-graz.at
<b>Homepage of the university</b>	<a href="http://www.uni-graz.at/">http://www.uni-graz.at/</a>
<b>Homepage of the Office of International Relations</b>	<a href="http://international.uni-graz.at/">http://international.uni-graz.at/</a>
<b>Homepage for incoming ERASMUS students</b>	<a href="http://international.uni-graz.at/de/stud/incoming/nominiert/">http://international.uni-graz.at/de/stud/incoming/nominiert/</a>

University of Graz  
Office of International Relations  
✉ Universitaetsplatz 3, 8010 Graz, Austria

☎ ++43/316/380-1249  
☎ ++43/316/380-9156

<b>Academic calendar</b>	<p><b>Winter semester 2014/15:</b>  Welcome Week: beginning of September OR mid September (exact dates will follow!)  Lecture Period: beginning of October – end of January  Examination Period: until mid February</p> <p><b>Summer semester 2015:</b>  Welcome Week: mid February (exact dates will follow!)  Lecture Period: beginning of March – end of June  Examination Period: until mid July</p> <p>For details see: <a href="http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/academic_calendar/bibwww_academiccalendar_de.pdf">http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/academic_calendar/bibwww_academiccalendar_de.pdf</a></p>
<b>Nomination and application</b>	<p><b>Students need to be nominated (giving name, email address, field of study, level of studies) by email to <a href="mailto:anja.hoffmann@uni-graz.at">anja.hoffmann@uni-graz.at</a>! Nominated students will receive an access code for the online registration and will then have to send the application papers by post!</b></p> <p><b>Nomination deadlines:</b>  <b>15<sup>th</sup> May</b> for the winter semester / whole academic year  <b>15<sup>th</sup> October</b> for the summer semester</p> <p><b>Application forms of ERASMUS students should be sent to:</b>  Universität Graz  Büro für Internationale Beziehungen  c/o Anja Hoffmann  Universitätsplatz 3  A-8010 Graz/Austria</p> <p><b>Application deadlines:</b>  <b>1<sup>st</sup> June</b> for the winter semester / whole academic year  <b>1<sup>st</sup> November</b> for the summer semester</p> <p><b>We are unable to accept nominations after these deadlines!</b></p>
<b>Admission and registration</b>	<p>After having received the complete application documents, students will receive an Admission Letter and our "Welcome Guide" (<a href="http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/">http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/</a>)</p> <p><b>Welcome Week:</b>  Welcome Events are <b>mandatory</b> and include sessions about orientation/registration/course system:</p> <p>→ For winter semester &amp; whole academic year 2014/15:  <b>Welcome Week I</b> 04.-10.09.2014  <b>Welcome Week II</b> 16.-22.09.2014  → For summer semester 2015:  <b>Welcome Week</b> 16.-20.02.2015</p>
<b>Language knowledge</b>	<p>The University of Graz recommends language level B2 in German in order to take full advantage of the mobility. Students who will only take courses in English must have B2 English knowledge.</p> <p>All degrees are German taught, though some offer a limited number of courses in English: <a href="http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/">http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/</a></p>



<b>Course information</b>	<ul style="list-style-type: none"> <li>▪ Online course guide: <a href="https://online.uni-graz.at">https://online.uni-graz.at</a></li> <li>▪ Guidelines for course system: <a href="http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibww_s_ugo_guidelines.pdf">http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibww_s_ugo_guidelines.pdf</a></li> <li>▪ English-taught courses: <a href="http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/courses-taught-english/">http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/courses-taught-english/</a></li> </ul>
<b>Intercultural orientation</b>	Registration necessary: <a href="http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/icos/">http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/icos/</a>
<b>Housing</b>	<p>Accommodation is provided by the ERASMUS Housing Office of the Austrian Exchange Service (ÖAD-Österreichischer Austauschdienst) either in student dorms, in apartments with other students, or with families. The deadlines for housing applications are <b>1st June</b> and <b>1st November</b>.</p> <p>Students need to <b>register online</b> at:  <a href="http://www.housing.oead.at/graz_e/anmeldung.asp">http://www.housing.oead.at/graz_e/anmeldung.asp</a></p>
<b>Language courses</b>	<p>3-week German Intensive Language Courses (6 ECTS credits) are offered <b>in September and February</b> before the start of the semester. Also German courses during the semester are offered.</p> <p>For further information see:  <a href="http://international.uni-graz.at/de/stud/incoming/nominiert/vorbereitung-aufenthalt/">http://international.uni-graz.at/de/stud/incoming/nominiert/vorbereitung-aufenthalt/</a></p>
<b>Welcome guide</b>	Welcome Guide for students: <a href="http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/">http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/</a>
<b>Mentor system</b>	Buddy program (pick up and support by Graz student) available for exchange students: <a href="http://erasmus.oehunigraz.at/">http://erasmus.oehunigraz.at/</a>
<b>Facilities for students with special needs</b>	The "Integrated Studies" Centre is the central information and contact point: <a href="http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/">http://www.uni-graz.at/en/university/interdisciplinary-affairs/barrier-free-university/</a>
<b>Approx. rental costs per month</b>	Student dorms: approx. € 200-450 Appartments: € 600-1200
<b>Living expenses</b>	For more information see: <a href="http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/">http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/</a>
<b>Visa application requirements</b>	For more information see: <a href="http://www.oead.at/index.php?id=537&amp;L=1">http://www.oead.at/index.php?id=537&amp;L=1</a>