

University of Udine 	European Commission 	 <b>KÄRNTEN</b> University of Applied Sciences
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# Erasmus + Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2020-2021<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  PIC-Number 999899281	<u><a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a></u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <u><a href="mailto:iss@uniud.it">iss@uniud.it</a></u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<u><a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a></u>  general course catalogue: <u><a href="https://www.uniud.it/en/education/offer">https://www.uniud.it/en/education/offer</a></u>  courses held in english: <u><a href="https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a></u>
<b>FH Kärnten/ Carinthia University of Applied Sciences/CUAS</b>	A SPITAL01  PIC-Number 998204885	<b>Academic contact:</b> Prof. Andrea Moretti <u><a href="mailto:andrea.moretti@uniud.it">andrea.moretti@uniud.it</a></u>  Head, International Relations Office Mgr. Mgr. Aleksandra Jama MSc Europastr. 4; 9524 Villach/St. Magdalen, Austria <u><a href="mailto:a.jama@fh-kaernten.at">a.jama@fh-kaernten.at</a></u> Tel: +43 5 90500 7040  Academic contact: International Coordinator of the Study Area Management Mag. Georg Jeschke Europastr. 4; 9524 St. Magdalen, Austria <u><a href="mailto:g.jeschke@fh-kaernten.at">g.jeschke@fh-kaernten.at</a></u> Tel.: +43 5 90500 2426	<u><a href="http://www.fh-kaernten.at">www.fh-kaernten.at</a></u>   <u><a href="http://www.fh-kaernten.at/de/unser-studienangebot/wirtschaft-management/ueberblick/">http://www.fh-kaernten.at/de/unser-studienangebot/wirtschaft-management/ueberblick/</a></u>

<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.

### 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> cyc le, or under gradua te ]	Study cycle [2 <sup>nd</sup> cycle or postgra duate]	Study cycle [phd or doctor al cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	A SPITTAL01	0410 International Marketing, Management and Organization/ International Business Management DOUBLE DEGREE		MASTER		5	6
A SPITTAL01	I UDINE01	0413 Management and Administration /International Business Management DOUBLE DEGREE		MASTER		5	6

### 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: 9)
I UDINE01	A SPITTAL01	0410	International Marketing, Management and Organization/ International Business Management DOUBLE DEGREE	2	1
A SPITTAL01	I UDINE01	0413	Management and Administration /International Business Management DOUBLE DEGREE	2	1

<sup>5</sup> 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>)

#### 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]
<b>I UDINE01</b>	DOUBLE DEGREE	ENGLISH B2		B2	B2
<b>A SPITTAL01</b>	DOUBLE DEGREE	ENGLISH B2		B2	B2

#### E. Additional requirements

##### At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by Italian exchange students can be given or sent directly to them OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement and any changes made to the original Learning Agreement have to be given to the Italian student who will submit them to the approval of the academic coordinator.

Incoming Erasmus students/partner universities can check the information about extension of the study period and changes to the original Learning Agreement on the website of I UDINE01:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

##### At Carinthia University of Applied Sciences

The Incoming students are to register through an online application system. The information is given on <http://www.fh-kaernten.at/en/international-office/incoming-exchange-students.html>.

Special needs students can find further information on:

<http://www.fh-kaernten.at/en/about-cuas/organisation/supporting-services/equal-opportunities-diversity/>

#### 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)	30 September (nomination)
<b>A SPITTAL01</b>	31 May	30 November

<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>

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality.
  - 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 any other nomination modality by partner Universities (such as online nominations etc...).
  - **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.
  - **A SPITTAL01** will send its decision within six weeks after the application deadline
  - Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.
  - A Transcript of Records will be issued by **A SPITTAL01** ideally six weeks after the assessment period and no later than 4 weeks after the semester ended.
- 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 1st October of the following new academic year.

## G. Information

### 1. Grading systems of the institutions

[Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>
<b>A SPITTAL01</b>	<a href="http://www.fh-kaernten.at/en/about-cuas/study/examination-regulations-and-grading/">http://www.fh-kaernten.at/en/about-cuas/study/examination-regulations-and-grading/</a>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobility 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
<b>I UDINE01</b>		<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
<b>A SPITTAL01</b>	International Relations Office Europastr. 4; 9524 Villach/St. Magdalen, Austria e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a> Tel: +43 5 90500 7040/7041/7042	<a href="http://www.fh-kaernten.at/en/about-cuas/students-life/life-and-living/legal-information-for-international-students/">http://www.fh-kaernten.at/en/about-cuas/students-life/life-and-living/legal-information-for-international-students/</a>

### 3. Insurance

**At the University of Udine:** Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period.

EU students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

**A SPITTAL01** can provide assistance in obtaining information about insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

**A SPITTAL01** as a 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
<b>ASPITTAL01</b>	International Relations Office Europastr. 4; 9524 Villach/St. Magdalen, Austria e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a> Tel: +43 5 90500 7040/7041/7042	<a href="http://www.fh-kaernten.at/en/about-cuas/students-life/life-and-living/insurance/">http://www.fh-kaernten.at/en/about-cuas/students-life/life-and-living/insurance/</a>

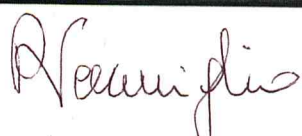



### 4. Housing

The receiving institution will guide incoming mobility 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="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
<b>A SPITTAL01</b>	International Relations Office Europastr. 4; 9524 Villach/St. Magdalen, Austria e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a> Tel: +43 5 90500 7040/7041/7042	<a href="http://www.fh-kaernten.at/en/about-cuas/students-life/life-and-living/accommodation/">http://www.fh-kaernten.at/en/about-cuas/students-life/life-and-living/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
<b>I UDINE01</b>	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	APRIL 2019		
<b>A SPITTAL01</b>	Mgr. Mgr. Aleksandra Jama, MSc Institutional Erasmus Coordinator and Head of International Relations Office	29.04. 2019		

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