



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

Minimum requirements

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 details (email, phone)	Website (e.g. of the course catalogue)
Universidade de Évora	P EVORA01	Prof^a Hermínia Vilar – ERASMUS Institutional Coordinator Dr^a Teresa Nogueiro , Mobility and International Relations Office Email: dmri@uevora.pt Telf: +351 266760242 Address: Rua Duques de Cadaval, Edifício de Santo Agostinho, 7000 Évora, Portugal	www.uevora.pt Erasmus incoming information: http://www.ip.uevora. pt/en
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	http://www.uniud.it/inter national-area/incoming- mobility general course catalogue: http://www.uniud.it/didat tica/facolta courses held in english: http://www.uniud.it/inter national-area

		phone +39-0432-556218/556497420 Academic contact: Prof.ssa Clara Graziano Clara.graziano@unlud.it	
--	--	--	--

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 (SMS)

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]
P EVORA01	I UDINE01	314	Economics	1 st (Bachelor) or 2 nd (Master) or 3 rd (PhD)	2 students, each for 5 months
		34	Business		
I UDINE01	P EVORA01	314	Economics	1 st Bachelor or 2 nd Master 3 rd PhD	2 students, each for 5 month
		34	Business		

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]
P EVORA01	Economics	Portuguese	English	B1	

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>

	Business				
I UDINE01	Economics	Italian	English	B1	B2
	Business				

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

P EVORA01:

- Master students it's required to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Mobility and International Relations Office. All master programs are successive master programs at P EVORA O1. A following master's program builds on a previously completed bachelor's program **in the same field of studies**.
- It's also required to PhD students to send a master certificate to the Mobility and International Relations Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host Institution for PhD-related research they undertake. The home Institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Univeristy of Évora offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contacts - email: dmri@uevora.pt telephone: +351 266 760242

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by the University of Évora – contact person – is required.

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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P EVORA01	June, 15th	November, 15th
UDINE	15 May (nomination letter)	30 September (nomination letter)

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

P EVORA01:

Partner institutions should send nominations by email to dmri@uevora.pt

2. The receiving institution will send its decision within 4 weeks.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The Inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

- 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.

F. Information

1. Grading systems of the institutions

P EVORA01:

ECTS Credits: University of Évora uses the *European Credit Transfer and Accumulation System (ECTS)* which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 26 hours of study.

GRADES:

<u>ECTS classification</u>	E	D	C	B	A
<u>Portuguese definition</u>	<i>Sufficient</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
<u>Portuguese grade (10-20)</u>	10-11	12-13	14-15	16-17	18-20

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

P EVORA01	Mobility and International Relations Office Email: dmri@uevora.pt	http://www.ip.uevora.pt/en
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
P EVORA01	Mobility and International Relations Office Email: dmri@uevora.pt	www.estudar.uevora.pt > apolo ao estudante > seguro escolar
I UDINE01		<i>At the University of Udine:</i> 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.

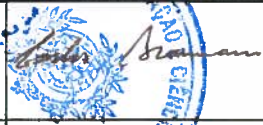

4. Housing

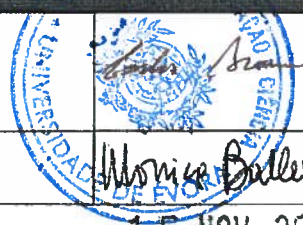
The receiving institution will guide Incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P EVORA01	Mobility and International Relations Office Email: dmri@uevora.pt	http://www.ip.uevora.pt/en
I UDINE01		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 ²
P EVORA01	Legal Representative: Rector of Universidade de Évora, Prof. Carlos Braumann		
I UDINE01	Vice rector for International Mobility prof. M. Ballerini		



15 NOV. 2013



² Scanned signatures are accepted

