



University of Udine



University of Münster  
School of Business & Economics

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2018/2021

### between programme countries

### [Minimum requirements]<sup>2</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>3</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  PIC-Number 999899281	I UDINE01	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> 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	Homepage for Incoming Students: <a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students</a>  General course catalogue: <a href="http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso">http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso</a>  Courses held in English: <a href="http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a>  Courses in Economics and Business  <a href="https://www.uniud.it/en/education/offer/courses/eco">https://www.uniud.it/en/education/offer/courses/eco</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

			<p><a href="https://www.uniud.it/en/education/offer/courses/economic-law/economic/bachelor-degree-courses-undergraduate-180-ects/business-economics">nomic-law/economic/bachelor-degree-courses-undergraduate-180-ects/business-economics</a></p> <p><a href="https://www.uniud.it/en/education/offer/courses/economic-law/economic/bachelor-degree-courses-undergraduate-180-ects/economics-and-commerce">https://www.uniud.it/en/education/offer/courses/economic-law/economic/bachelor-degree-courses-undergraduate-180-ects/economics-and-commerce</a></p> <p><a href="https://www.uniud.it/en/education/offer/courses/economic-law/economic/master-degree-courses-graduate-120-ects/business-economics">https://www.uniud.it/en/education/offer/courses/economic-law/economic/master-degree-courses-graduate-120-ects/business-economics</a></p> <p><a href="https://www.uniud.it/en/education/offer/courses/economic-law/economic/master-degree-courses-graduate-120-ects/banking-and-finance">https://www.uniud.it/en/education/offer/courses/economic-law/economic/master-degree-courses-graduate-120-ects/banking-and-finance</a></p> <p><a href="https://www.uniud.it/en/education/offer/courses/economic-law/economic/master-degree-courses-graduate-120-ects/economics-1">https://www.uniud.it/en/education/offer/courses/economic-law/economic/master-degree-courses-graduate-120-ects/economics-1</a></p>
	<b>I UDINE01</b>	<b>Academic contact:</b>	LAUTO, GIANCARLO giancarlo.lauto@uniud.it
<p>WWU Münster/ University of Münster, School of Business and Economics (SBE)</p> <p>International Relations Center</p> <p>Universitätsstrasse 14-16, 48143 Münster, GERMANY</p> <p>Fax: +49(0)2518328399</p> <p>PIC-Number 999853691</p>	<b>D MUNSTER01</b>	<p><b>International Office:</b></p> <p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> +49 (0)251 832 21 13</p> <p><b>Outgoing mobility and agreements at SBE</b></p> <p>Olga Lunina <a href="mailto:olga.lunina@wiwi-uni-muenster.de">olga.lunina@wiwi-uni-muenster.de</a> Tel: +49(0)2518322784</p> <p><b>Incoming</b></p>	<p>General information for exchange students :</p> <p><a href="http://www.uni-muenster.de/studieninteressierte/en/austausch/index.html">http://www.uni-muenster.de/studieninteressierte/en/austausch/index.html</a></p> <p>Homepage for Incoming Students at SBE:</p> <p><a href="https://www.wiwi.uni-muenster.de/fakultaet/en/international/incoming">https://www.wiwi.uni-muenster.de/fakultaet/en/international/incoming</a></p> <p>Courses:</p>



		<b>mobility/Academic contact at SBE and summer school</b>  Tobias.Kreuter@wiwi.uni-muenster.de  Tel: +49(0)2518322968	<a href="https://www.wiwi.uni-muenster.de/fakultaet/en/international/incoming/stud y">https://www.wiwi.uni-muenster.de/fakultaet/en/international/incoming/stud y</a>
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### B. Student Mobility numbers<sup>4</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]	Total Number of students	Duration of stay for each student [number of months]
I UDINE01	D MUNSTER01	0410 Business and Administration	2	2	1	5	1 <sup>st</sup> and 2 <sup>nd</sup> : 6 months. Doctorate: 3 months
D MUNSTER01	I UDINE01	0410 Business Administration and Economics	2	2	1	5	1 <sup>st</sup> and 2 <sup>nd</sup> : 6 months. Doctorate: 3 months

### 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	D MUNSTER01	0410	Business and Administration	1 (8 hours) x 1 week	1 (8 hours) x 1 week

<sup>4</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>)

<b>D MUNSTER01</b>	<b>I UDINE01</b>	0410	Business Administration and Economics	1 (8 hours) x 1 week	1 (8 hours) x 1 week
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#### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>I UDINE01</b>		Italian	English	B2 (either Italian or English)	B2 (either Italian or English)
<b>D MUNSTER01</b>		German	English	B2 (either German or English)	B2 (either German or English)

**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/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

#### E. Additional requirements

##### **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/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

##### **At the University of Münster:**

The School of Business and Economics expects its partner universities to select and nominate students of good academic standing.

<sup>5</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>



The School of Business and Economics organizes welcome activities for all exchange students, including an introduction week and a buddy program. More information about these activities can be found on the website: [www.erasmus-muenster.de](http://www.erasmus-muenster.de) and <http://www1.wiwi.uni-muenster.de/fakultaet/international/incoming/index.php>.

*[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**

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 letter)	30 September (nomination letter)
<b>D MUNSTER01</b>	Nomination deadline: May 1 Application deadline: June 1	Nomination deadline: November 1 Application deadline: December 1

- **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](mailto: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.

**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.

- **D MUNSTER01** Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [admin.ess@uni-muenster.de](mailto:admin.ess@uni-muenster.de)).
- **D MUNSTER01** will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.
- **D MUNSTER01** Students at the School of Business and Economics receive login information to an online platform. Through this website, they can (and need to) generate their own transcripts at any time. These bear an online verification code, which is why they are valid without stamp or signature.

## G. Information

### 1. Grading systems of the institutions

[Erasmus code]	WEB PAGE																		
<b>I UDINE01</b>	<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>																		
<b>D MUNSTER01</b>	<p>Description of the institutional grading system: Grades reach from 1.0-5.0 (1 being the best grade)            ECTS credits:            1 full academic year = 60 credits            1 semester = 30 credits</p> <table border="1"> <thead> <tr> <th>ECTS Grade</th> <th>% of successful students normally achieving the grade</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>1.0</td> <td>10</td> <td>EXCELLENT - outstanding performance with only minor errors</td> </tr> <tr> <td>2.0</td> <td>25</td> <td>VERY GOOD - above the average standard but with some errors</td> </tr> <tr> <td>3.0</td> <td>30</td> <td>GOOD - generally sound work with a number of notable errors</td> </tr> <tr> <td>4.0</td> <td>25</td> <td>SATISFACTORY - fair but with significant shortcomings</td> </tr> <tr> <td>5.0</td> <td>10</td> <td>SUFFICIENT - performance meets the minimum criteria</td> </tr> </tbody> </table>	ECTS Grade	% of successful students normally achieving the grade	Definition	1.0	10	EXCELLENT - outstanding performance with only minor errors	2.0	25	VERY GOOD - above the average standard but with some errors	3.0	30	GOOD - generally sound work with a number of notable errors	4.0	25	SATISFACTORY - fair but with significant shortcomings	5.0	10	SUFFICIENT - performance meets the minimum criteria
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### 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
<b>I UDINE01</b>		<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students</a>
<b>D MUNSTER01</b>	<p>Incoming students:            Exchange student service  <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a>            +49 (0)251 832 21 13</p> <p>Incoming and outbound staff:            Maria Homeyer  <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a>            +49 (0)251 832 26 00</p>	<p><a href="http://www.uni-muenster.de/en/international_students/exchange/practical/index.html">http://www.uni-muenster.de/en/international_students/exchange/practical/index.html</a></p> <p><a href="http://www.uni-muenster.de/en/research/international_academics/formalities/index.html">http://www.uni-muenster.de/en/research/international_academics/formalities/index.html</a></p>

### 3. Insurance

**At the University of Udine:** 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
<b>I UDINE01</b>		<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine">http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine</a>
<b>D MUNSTER01</b>	Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> +49 (0)251 832 21 13  Incoming and outbound staff: Maria Homeyer <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a> +49 (0)251 832 26 00	<a href="http://www.uni-muenster.de/en/international_students/exchange/practical/index.html">http://www.uni-muenster.de/en/international_students/exchange/practical/index.html</a>  <a href="http://www.uni-muenster.de/en/research/international_academics/formalities/index.html">http://www.uni-muenster.de/en/research/international_academics/formalities/index.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>	stamp
<b>I UDINE01</b>	Vice Rector for Erasmus+ Studio Mobility prof. R. Vermiglio	23.10.17		
<b>D MUNSTER01</b>	Olga Lunina  International Relations and Student Mobility Coordinator, University of Münster, School of Business and Economics	26.06.2017		

<sup>6</sup> Scanned signatures are accepted