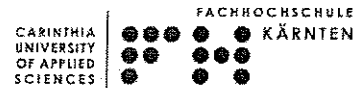




European Commission



University of Udine



Carinthia University of Applied Sciences

# Erasmus + Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2020<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<br>(and department, where relevant)  | Erasmus code | Contact details <sup>4</sup><br>(email, phone)   | Website<br>(e.g. of the course catalogue)  |
|--|--------------|--|--|
| <b>UNIVERSITY OF UDINE</b><br><i>International Relations and Mobility Office</i><br>v. Palladio, 8<br>33100 UDINE<br>ITALY | I UDINE01    | <a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a><br>outgoing mobility & Erasmus Studio Agreements<br>Fax +39-0432-556229<br>phone: +39-0432-556221<br><br>International Student Service<br><a href="mailto:iss@uniud.it">iss@uniud.it</a><br>incoming exchange mobility<br>fax +39-0432-556496<br>phone +39-0432-556218/556497 | <a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a><br><br>general course catalogue:<br><a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a><br><br>courses held in English:<br><a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a> |
| <b>FH Kärnten/</b><br>Carinthia University of Applied Sciences   | A SPITTAL01  | Head of International Office<br>MMag. Aleksandra Jama<br>Europastr. 4; 9524 Villach/St. Magdalen, Austria  | <a href="http://www.fh-kaernten.at">www.fh-kaernten.at</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.

|  |                |   |   |
|--|----------------|---|---|
|  |                | e-mail: <a href="mailto:a.jama@fh-kaernten.at">a.jama@fh-kaernten.at</a><br>Tel: +43 5 90500 9902<br>Fax: +43 5 90500 89902   |   |
|  | I UDINE01      | <b>Professor/departmental coordinator:</b><br><br>Maurizio MASSARO<br><a href="mailto:maurizio.massaro@uniud.it">maurizio.massaro@uniud.it</a> DIES -<br>DIPARTIMENTO DI SCIENZE<br>ECONOMICHE E STATISTICHE<br><br><b>Professor/departmental coordinator:</b><br>Luca SELMI<br><a href="mailto:luca.selmi@uniud.it">luca.selmi@uniud.it</a><br>DIEG - DIPARTIMENTO DI INGEGNERIA<br>ELETTRICA, GESTIONALE E MECCANICA  | Prof. FRANGIPANE A.<br><i>anna.frangipane@uniud.it</i><br>(architetto)  |
|  | A<br>SPITTAL01 | International Co-ordinator of the Study<br>Area Management<br>Ms. Janet Brown MA MA<br>e-mail: <a href="mailto:j.brown@fh-kaernten.at">j.brown@fh-kaernten.at</a><br>Tel.: +43 5 90500 1207<br>and<br>Ms. Nicola Jayne Benjamin-Leitner B.A.<br>e-mail: <a href="mailto:n.benjamin-leitner@fh-kaernten.at">n.benjamin-leitner@fh-kaernten.at</a><br>Tel.: +43 5 90500 1226<br>Europastr. 4; 9524 Villach/St. Magdalen,<br>Austria<br><br>International Co-ordinator of the Study<br>Area Civil Engineering and Architecture<br>Mag. Mark Tolson<br>Villacher Strasse 1, 9800 Spittal/Drau,<br>Austria<br>e-mail: <a href="mailto:m.tolson@fh-kaernten.at">m.tolson@fh-kaernten.at</a><br>Tel.: +43 5 90500 1134<br><br>International Coordinator of the study<br>area Geoinformation:<br>FH-Prof. Mag. Dr. MSc., MAS Gernot<br>Paulus<br>Europastrasse 4, A-9524 Villach/ St.<br>Magdalen<br>Tel: +43 5 90 500 2240<br><a href="mailto:g.paulus@fh-kaernten.at">g.paulus@fh-kaernten.at</a> | <a href="http://www.fh-kaernten.at/wirtschaft-management/studienueberblick.htm">http://www.fh-kaernten.at/wirtschaft-management/studienueberblick.htm</a><br><br><a href="http://www.fh-kaernten.at/bauingenieurwesen-architektur/studienueberblick.htm">http://www.fh-kaernten.at/bauingenieurwesen-architektur/studienueberblick.htm</a><br><br><a href="http://www.fh-kaernten.at/engineering-it/studienueberblick.html">http://www.fh-kaernten.at/engineering-it/studienueberblick.html</a> |

## 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   | TO  | Subject area<br>code<br>[ISCED]<br>+<br>Subject area<br>name | Study<br>cycle<br>[1 <sup>st</sup> cycle or<br>undergrad<br>uate] | Study<br>cycle<br>[2 <sup>nd</sup> cycle<br>or<br>postgra<br>duate] | Study<br>cycle<br>[PhD or<br>doctoral<br>cycle] | Number<br>of<br>student | Duratio<br>n of<br>stay for<br>each<br>student<br>S<br>[number of<br>months] |
|--|---|--|---|---|---|-------------------------|--|
| [Erasmus<br>code of the<br>sending<br>institution] | [Erasmus code<br>of the receiving<br>institution] |  |   |   |   |                         |  |

<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>)

|              |              |  |   |   |   |       |                       |
|--------------|--------------|--|---|---|---|-------|-----------------------|
| I UDINE 01   | A SPITTAL 01 | 340<br>business and administration                               | X | X | X | 2U/2P | 6                     |
|              |              | 522, 523<br>electronics and automation, electricity and energy   | X | X |   | 1 - 1 | 6 - 12                |
|              |              | 58 Architecture and building; 582 building and civil engineering | x | x |   | 4     | 6                     |
| A SPITTAL 01 | I UDINE01    | 345 Management and administration                                | X |   |   | 2     | 2x6months = 12 months |
|              |              | 58 Architecture and building                                     |   | X |   | 2     | 2x6months = 12 months |
|              |              | 582 Building and civil engineering                               |   | X |   | 2     | 2x6months = 12 months |
|              |              | 520 Engineering and engineering trades (broad programmes)        |   | X |   | 2     | 2x6months = 12 months |

### C. Teaching Staff Mobility per academic year

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[ISCED I] | 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 SPITTAL01                                       | 340                              | business and administration                        | 1x3days= 3 days                  |   |
|   |   | 522, 523                         | electronics and automation, electricity and energy | 1x3days= 3 days                  |   |
|   |   | 58, 582                          | Architecture, building and civil engineering       | 1x3 days_ 3 days                 |   |
| A SPITTAL01                                       | I UDINE01   | 345                              | Management and administration                      | 1x3days= 3days                   |   |
|   |   | 58                               | Architecture and building                          | 1x3days= 3 days                  |   |
|   |   | 582                              | Building and civil engineering                     | 1x3days= 3 days                  |   |

|  |  |  |               |  |  |
|--|--|--|---------------|--|--|
|  |  |  | To be defined |  |  |
|--|--|--|---------------|--|--|

## 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<br>[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<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| I UDINE01                               |                        | Italian  | English (only for P courses) | B1(ITA)/B2(ENG for P Courses)                                   |  |
| A SPITAL 01                             | 345                    | German or English depending on the chosen course | -                            | B2 Level  | B2 level   |
| A SPITAL 01                             | 58                     | German   | -                            | C1 level  | B2 level   |
| A SPITAL 01                             | 582                    | German   | -                            | C1 level  | B2 level   |
| A SPITAL 01                             | 520                    | English  | -                            | C1 level  | B2 level   |

- 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:

<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>

- <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>

### **Carinthia University of Applied Sciences**

- CUAS Outgoing students will be selected for the study abroad semester according to their academic results, motivation and language skills.
- Incoming students to CUAS must submit either a language certificate ie. IELTS or TOEFL **OR** a Language Proficiency Recommendation signed by the language lecturer from the sending institution. Should this not be possible, the CUAS International Departmental Coordinators reserve the right to conduct a Skype interview with the nominated Incoming students in order to assess the language ability to ensure academically successful experience at CUAS. In that case, the interview is a part of the application procedure.
- 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> Deadlines for Incoming Exchange Students applications are: 31 May for the fall semester and 30 November for the spring semester.
- Incoming Staff Members for Teaching and Training Mobility should apply by CUAS at least in the semester before the exchange is planned. In case of limited capacities by CUAS a new date for the exchange could be offered. Due to organisational reasons, exchanges within the months of July-September, and February are not possible and in the months of October and March are not recommended.
- Special needs students can find further information on: <http://www.fh-kaernten.at/en/studentslife/facilities-for-special-needs-students.html>

### **F. Calendar**

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

| <b>Receiving institution<br/>[Erasmus code]</b> | <b>Autumn term, or full year</b> | <b>Spring term</b>               |
|---|----------------------------------|----------------------------------|
| I UDINE01                                       | 15 May (nomination letter)       | 30 September (nomination letter) |
| A SPITTAL01                                     | 31 May                           | 30 November                      |

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](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.
5. ASPITTAL01 as a receiving institution will send its decision within six weeks after the application deadline.

6. 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.

7. A Transcript of Records will be issued by ASPITTAL01 as a receiving institution ideally six weeks after the assessment period and no later than 4 weeks after the semester ended.

8. 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 the webpage is:

| <b>Institution</b><br>[Erasmus code] | <b>WEB PAGE</b>   |
|--------------------------------------|---|
| 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 SPITTAL01                          | The grading system used at CUAS is presented on:<br><a href="http://www.fh-kaernten.at/en/about-cuas/grading-scheme-grading.html">http://www.fh-kaernten.at/en/about-cuas/grading-scheme-grading.html</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:

| <b>Institution</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone)  | <b>Website for information</b>  |
|--------------------------------------|---|---|
| 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 SPITTAL01                          | International Office<br>Europastr. 4; 9524 Villach/St.<br>Magdalen, Austria<br>e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a><br>Tel: +43 5 90500 9902/-9903<br>Fax: +43 5 90500 89002/-89003 | <a href="http://www.fh-kaernten.at/en/studentlife/useful-information-for-mobile-students.html">http://www.fh-kaernten.at/en/studentlife/useful-information-for-mobile-students.html</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.

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:

| <b>Institution<br/>[Erasmus code]</b> | <b>Contact details<br/>(email, phone)</b>   | <b>Website for information</b>  |
|---------------------------------------|---|---|
| <b>A SPITTAL 01</b>                   | International Office<br>Europastr. 4; 9524 Villach/St.<br>Magdalen, Austria<br>e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a><br>Tel: +43 5 90500 9902/-9903<br>Fax: +43 5 90500 89002/-89003 | <a href="http://www.fh-kaernten.at/en/studentlife/medical-facilities-and-health-care.html">http://www.fh-kaernten.at/en/studentlife/medical-facilities-and-health-care.html</a> |


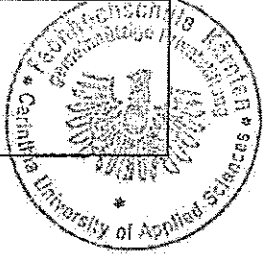
### 4. Housing

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:

| <b>Institution<br/>[Erasmus code]</b> | <b>Contact details<br/>(email, phone)</b>   | <b>Website for information</b>  |
|---------------------------------------|---|---|
| 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 SPITTAL01                           | International Office<br>Europastr. 4; 9524 Villach/St.<br>Magdalen, Austria<br>e-mail: <a href="mailto:international@fh-kaernten.at">international@fh-kaernten.at</a><br>Tel: +43 5 90500 9902/-9903<br>Fax: +43 5 90500 89002/-89003 | <a href="http://www.fh-kaernten.at/en/studentlife/accomodation.html">http://www.fh-kaernten.at/en/studentlife/accomodation.html</a>   |

### H. Signature of the institutions (legal representatives)

| Institution<br>[Erasmus<br>code] | Name, function  | Date      | Signature <sup>7</sup> | stamp   |
|----------------------------------|---|-----------|------------------------|---|
| I UDINE01                        | Prof. M. Ballerini<br>Vice rector for<br>International Mobility | 2/12/13   | <i>Mario Ballerini</i> |  |
| A SPITAL01                       | Dr Dietmar Brodel<br>Rector                                     | 4.12.2013 | <i>Dr Brodel</i>       |  |

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