



I UDINE01

Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-20[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 (eg. of the course catalogue)
---	--------------	-----------------------------------	--

Università degli Studi di Udine Via Palladio 8, 33100 Udine ITALIA	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 phone +39-0432-556218/556497 Academic contact: prof. Daniel Pittino Daniel.pittino@uniud.it	Homepage for Incoming Students: http://www.uniud.it/en/uniud-international/incoming-exchange-students General course catalogue: http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso Courses held in English: http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses
Universidad de Cádiz Oficina de Relaciones Internacionales Paseo Carlos III, 3 E-11003 Cádiz Spain	E CADIZ01	Regina Stork Bilateral Agreements Tel: +34 956 015 761 e-mail: regina.stork@uca.es	http://www.uca.es http://www.uca.es/ori/erasmus/erasmus-in-coming

B. Mobility numbers per academic year

[Paragraph to be added, 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 January in the preceding academic year.]

Number of student mobility periods						
FROM	TO	Subject area code	Subject area name	Study cycle	Student Mobility for Studies	COORDINATOR (Contact details)
ERASMUS code of the sending institution	ERASMUS code of the receiving institution	ISCED		1st or 2nd or 3rd		
					Total number of months of the study periods of average duration 11	

E CADIZ01	I UDINE01	0410	Business and administration, not further defined	1	2 x 9 (sum=18)	DIANEZ GONZALEZ, JUAN PABLO juanpablo.dianez@uca.es
I UDINE01	E CADIZ01	0410	Business and administration, not further defined	1	2 x 9 (sum=18)	PITTINO, DANIEL pittino@udine.it

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM Erasmus code of the sending institution	TO Erasmus code of the receiving institution	Subject area code (LEED)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
E CADIZ01	I UDINE01	0410	Business and administration, not further defined		
I UDINE01	E CADIZ01	0410	Business Studies and Management Sciences		

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	
				Student Mobility for Studies (Minimum recommended level: B1)	Staff Mobility for Teaching (Minimum recommended level: B2)
E CADIZ01	All areas	ES		B1	
I UDINE01	All areas	IT	EN (if English subjects are offered)	B1	

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

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>

I UDINE01

Web Incoming	http://www.uniud.it/international-area/incoming-mobility
--------------	---

E CADIZ01

Web Incoming	http://www.uca.es/ori/erasmus/erasmus-in-coming
--------------	---

E. Calendar

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

Receiving institution (Erasmus code)	Autumn term* (month)	Spring term* (month)
E CADIZ01	May, 31	October, 31
I UDINE01	May, 15 (nomination letter)	Sep, 30 (nomination letter)

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

- **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.

2. The receiving institution will send its decision within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **JULY** of students of the whole academic year and **MARCH** for students of the first semester, **SEPTEMBER**, if the student present in exams of SEPTEMBER the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination

clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information

1. Grading systems of the institutions

I UDINE01

	http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
--	---

E CADIZ01

Web Incoming	http://www.uca.es/ori/erasmus/erasmus-in-coming
--------------	---

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
E CADIZ01	David Sanchez Cabrera David.cabrera@uca.es	http://www.uca.es/ori/erasmus/erasmus-in-coming
I UDINE01	iss@uniud.it	http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students

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
E CADIZ01	David Sanchez Cabrera David.cabrera@uca.es	http://www.uca.es/ori/erasmus/erasmus-in-coming
I UDINE01	iss@uniud.it	http://www.uniud.it/international-area/incoming-mobility


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
E CADIZ01	alojamiento@uca.es +34 956 015 619	http://www.uca.es/atencionalumnado/alojamiento
I UDINE01		http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature
E CADIZ01	D. Juan Carlos García Galindo	2015-09-28	
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	4/11/15	