



European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016-2021²

between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01 PIC-Number 999899281	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	http://www.uniud.it/international-area/incoming-mobility general course catalogue: https://next.uniud.it/it/didattica courses held in english: http://www.uniud.it/international-area
SHEFFIELD HALLAM UNIVERSTIY Sheffield Business School Stoddart Building, City Campus. Sheffield S11WB. UK	UK SHEFFIE02	Chiara Orefice (Erasmus Coordinator) c.orefice@shu.ac.uk + 44 114 225 4098 Mavi Wilkinson (Erasmus Administrator) sbs-erasmus@shu.ac.uk + 44 114 225 5266	www.shu.ac.uk/international and faculty specific: https://blogs.shu.ac.uk/sbserasmus/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Student Mobility numbers⁵ 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 st cycle, or undergraduate]	Study cycle [2 nd cycle, or postgraduate]	Study cycle [phd or doctoral cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	UK SHEFFIE02	Business administration	Undergraduate			4 students for a semester each OR 2 students for a full year	5
UK SHEFFIE02	I UDINE01	Business administration	Undergraduate		NA	4 x semester	5

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	Staff Mobility for Teaching	Staff Mobility for Training	Number of staff mobility periods Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	UK SHEFFIE02		Business administration	1	1	8 hours, 1 week
UK SHEFFIE02	I UDINE01		Business administration	1	1	8 hours, 1 week

⁵ 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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English	B1	B1
UK SHEFFIE02		English	NA	B1	B2

-**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: <https://next.uniud.it/it/international-area>

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/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>

UK SHEFFIE02

Students with disabilities

<http://www.shu.ac.uk/services/sls/support/disability/>

If you need help with a disability or medical condition, please email disabilitysupport@shu.ac.uk as soon as possible. Students may be asked to pay for some or all disability support.

⁶ 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>

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
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
UK SHEFFIE02	Nominations - 29 April Applications - 27 May	Nominations - 30 September Applications - 28 October

- **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.

- **UK SHEFFIE02** - will accept nominations via our on-line form.

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 our webpage is

[Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/outgoing-mobility/ects-e-la-distribuzione-statistica-dei-voti
UK SHEFFIE02	http://www.shu.ac.uk/international/exchange-programmes/assessed.html

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
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
UK SHEFFIEO 2	Email: internationalsupport@shu.ac.uk Telephone: +44 (0)114 225 3813	http://www.shu.ac.uk/international/arrival.pre-arrival.html

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.

At Sheffield Hallam University - Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
UK SHEFFIEO2	internationalsupport@shu.ac.uk	<p>We strongly recommend that students take out insurance for their own financial and personal security. Many companies offer insurance policies specially designed for overseas students studying in the UK, which cover:</p> <ul style="list-style-type: none"> • emergency medical expenses • repatriation • cancellation or curtailment charges • baggage • personal money, passport and documents • course fees • personal liability • legal expenses <p>Students studying in the UK for more than six months are entitled to free healthcare from the National Health Services (NHS) from the beginning of their stay. If they are in the UK for less than six months, only emergency treatment is free, so they should purchase medical insurance before they leave home. The University has a medical centre on campus, Students can register with a doctor here when they arrive.</p>

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
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
UK SHEFFIE02	Email: accommodation@shu.ac.uk Telephone: +44 (0)114 225 5555	www.shu.ac.uk/accommodaiton/index.html

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini		<i>Monica Ballerini</i>	
UK SHEFFIE02	Kate Morse Director of Education Partnerships International, Europe & UK	10/3/16	<i>[Signature]</i>	Sheffield Business School Sheffield Hallam University Stoddart Building City Campus Howard Street Sheffield S1 1WB

⁷ Scanned signatures are accepted