



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-21² 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+ 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)
Tomas Bata University in Zlín, Faculty of Management and Economics	CZ ZLIN01	Departmental Coordinator: Premysl Palka Vice-dean for International Relations Faculty of Management and Economics Address: Mostni 5139, 760 01 Zlin, Czech Republic Tel.: +420 576032824 E-mail: ppalka@fame.utb.cz Institutional Contact person: Martina Dokoupilova International Office Tomas Bata University in Zlin Address: nam. T. G. Masaryka 5555, 760 01 Zlin, Czech Republic Tel.: +420 576032213 E-mail: dokoupilova@rektorat.utb.cz	www.utb.cz http://www.utb.cz/international/faculty-of-management-and-economics-1

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

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

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

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

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 phone +39-0432-556218/556497 ACADEMIC CONTACT: PRF. F. Visintini francesca.visintin@uniud.it	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/international-area
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B. Mobility numbers⁵ 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.

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 Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
CZ ZLIN01	I UDINE01	34, 314	Business and administration, Economics	1 st , 2 nd	2* 5 months (10 months)	
I UDINE01	CZ ZLIN01	34, 314	Business and administration, Economics	1 st , 2 nd	2* 5 months (10 months)	

FROM	TO	Subject	Subject	Number of staff mobility periods
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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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
CZ ZLIN01	I UDINE01			1 person / 1 week / 8 hours	
I UDINE01	CZ ZLIN01			1 person / 1 week / 8 hours	

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ ZLIN01			English	English B1 No certificate required	English B2 No certificate required
I UDINE01		ITALIAN	ENGLISH	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:

CZ ZLIN01: Student Application Form and Learning Agreement + copy of student ID, Transcript of Records, CV

Facilities for disabilities upon former individual agreement.

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>

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>

Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ ZLIN01	June 1 st	November 1 st
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

- **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 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement: In the event of unilateral termination, a notice of at least one academic year should be given.

F. Information

1. Grading systems of the institutions :

Grading system at **Tomas Bata University in Zlin:**

The grading scale is from A – F (FX). Courses are evaluated with ECTS.

Website: <http://www.utb.cz/i-want-to-study/ects-credit-allocation-based-on-the-student-workload>.

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
CZ ZLIN01	International Office Martina Dokoupilova Phone: +420 576 032 213 Email: dokoupilova@rektorat.utb.cz	http://www.utb.cz/international/exchange-incoming-students
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
CZ ZLIN01	International Office Martina Dokoupilova Phone: +420 576 032 213 Email: dokoupilova@rektorat.utb.cz	http://www.utb.cz/international/exchange-incoming-students
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.
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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
CZ ZLIN01	International Office Martina Dokoupilova Phone: +420 576 032 213 Email: dokoupilova@rektorat.utb.cz	http://www.utb.cz/international/accommodation
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 and stamp ⁷
CZ ZLIN01	Prof. Dr. Ing. Drahomira Pavelkova Dean	7.1.2014	
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	2/12/13	