

Erasmus + Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-2021

between programme countries

[Minimum requirements]²

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 ³ (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	<u>Claudia.schileo@uniud.it</u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service <u>iss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Academic contact: prof. A. Zanette Antonio.zanette@uniud.it	<u>http://www.uniud.it/international-area/incoming-mobility</u> general course catalogue: <u>https://next.uniud.it/it/didattica</u> courses held in english: <u>http://www.uniud.it/international-area</u>

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

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

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

Université Paris-Est Créteil Val-de-Marne UPEC 61 av. du général de Gaulle 94010 Créteil Cedex FRANCE	F PARIS012	Professor coordinator: Odile Solnik (Head of Internationales Affairs) odile.solnik@u-pec.fr Administrative Contact Armelle Nechi nechi@u-pec.fr	Faculty of management http://www.iae-eiffel.fr/fr/international/enr Learning French http://www.en.u-pec.fr/learning-french-377409.kjsp?RH=1280326443843&RF=1280326888715
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B. Student Mobility numbers⁴ 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 student	Duration of stay for each students [number of months]
I UDINE01	F PARIS012	041 Business and administration	X	X		2	6
F PARIS012	I UDINE01	041 Business and administration	X	X		2	6

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	F PARIS012	041	Business and administration	1	1
F PARIS012	I UDINE01	041	Business and administration	0	0

⁴ 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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01	Business and administration	Italian	English	B1	
F PARIS012	Business and administration	French	English	B2	

E. Additional requirements

Incoming student: The original learning agreement (no copy is accepted) with the exams done by the student can be given or sent directly to him/her OR to the International Relations and Mobility Office of the student university.

For all other information, the student can get in touch the person in charge of the Faculty of Humanities and Human Sciences.

Outgoing student: The Learning Agreement or the changed Learning Agreement has to be given to the French student who will submit it to the approval of the professor coordinator of his/her mobility.

Students and Staff with disabilities:

<http://www.u-pec.fr/etudiant/vie-etudiante/etudes-et-handicap/accompagnement-des-etudiants-handicapes-282099.kjsp?RH=WEB-FR>

⁵ 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>

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)
F PARIS012	May, 31st	November, 15 th

2. The UPEC will send a detailed Erasmus nomination list by e-mail or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to relint@u-pec.fr) or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).

4. The F PARIS012 will send its decision (information package) within 8 weeks at the maximum from the reception of the nominations.

5. Erasmus incoming student at UPEC has to collect the Transcript of Records before leaving the UPEC; otherwise the Transcript of Records will be issued and sent it to the personal post address of the student or to his university.

- **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.

6. Termination or modification of the agreement:

A unilateral decision to discontinue or to change the exchanges notified to the other party will depend on each faculty.

G. Information

1. Grading systems of the institutions

The link to our webpage is

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
F PARIS012	http://www.u-pec.fr/

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

F PARIS012	Thomas OKON Incoming student officer, relint@u-pec.fr	http://www.u-pec.fr/
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3. Insurance

Non Eu students can get a private insurance during his registration at UPEC for the study period.

Eu students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

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
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
F PARIS012	Thomas OKON Incoming student officer, relint@u-pec.fr	http://www.u-pec.fr/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

Institution [Erasmus code]	Name, function	Date	Signature ⁶	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	01.12.16		
F PARIS012	Assita SIDIBE <i>Joana BELO</i> Erasmus Institutional Coordinator E-mail : assita.sidibe@u-pec.fr	01.12.16		

⁶ Scanned signatures are accepted

