



European Commission



University of Udine

# Erasmus + Programme

## Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2018-2021<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 (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01  PIC-Number 999899281	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>  general course catalogue: <a href="https://www.uniud.it/en/education/offer">https://www.uniud.it/en/education/offer</a>  courses held in english: <a href="https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</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.



<b>I UDINE 01</b>	<b>P PORTO 05</b>	0715 0713/0714	Mechanical Engineering Electrical Engineering	1st/2nd 1st/2nd	2 (10) 2 (10)		

### 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)
<b>I UDINE01</b>	<b>P PORTO05</b>		0715 Mechanics and Metal Trades (Mechanica I Eng.); 0713 Electricity & Energy	1	1
<b>P PORTO05</b>	<b>I UDINE01</b>		0715 0713/0714	1	1

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian A1	English B1 (limited courses)		B2
P PORTO05		Portuguese	English	B1 Portuguese or English	B2 Portuguese or English

\* Except for Projects and EPS, classes are taught in Portuguese. However students may receive support in English (Bibliography and evaluation)

**-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://www.uniud.it/en/uniud-international?set\\_language=en](https://www.uniud.it/en/uniud-international?set_language=en)

#### 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: <https://www.uniud.it/en/uniud-international/incoming-exchange-students>

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

<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>

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

## 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)	30 September (nomination)
P PORTO 05	June 1st	November 15th

- 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](mailto: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.

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.

The receiving institution P PORTO 05 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

This agreement will take effect in the 2017 academic year being valid for a period of 4 years, and will be tacitly renewed for further identical periods.

## G. Information

### 1. Grading systems of the institutions

*The link to our webpage is*

[Erasmus code]	WEB PAGE
----------------	----------

**Grading system used at the Instituto Politécnico do Porto, Portugal:**

**1 - Local Grades**

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

**2 - ECTS Grades**

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

**ECTS credits:**

one full academic year	one semester	one trimester
60 ECTS credits	30 ECTS credits	20 ECTS credits

**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 UDINEO1		<a href="https://www.unlud.it/en/uniud-international/incoming-exchange-students">https://www.unlud.it/en/uniud-international/incoming-exchange-students</a>
P PORTO 05		<a href="http://www.sef.pt/porta/V10/EN.aspx/page.aspx">http://www.sef.pt/porta/V10/EN.aspx/page.aspx</a> Further assistance: gcri@sc.ipp.pt

### 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.

P PORTO 05 European Commission  
(Employment, Social  
Affairs & Inclusion)

<http://ec.europa.eu/social/main.jsp?catId=559>

Further assistance: [relacoes.externas@isep.ipp.pt](mailto:relacoes.externas@isep.ipp.pt)





### 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		<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
P PORTO 05	GRE - <a href="mailto:relacoes.externas@isep.ipp.pt">relacoes.externas@isep.ipp.pt</a>	<a href="http://www.isep.ipp.pt">www.isep.ipp.pt</a>

### H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	6.11.17		
P PORTO 05	Prof. Rosário Gambôa, President	9.11.17		

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