



European Commission



University of Udine

Erasmus Studio Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2021²

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	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service socrates@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: http://www.uniud.it/dattica/facolta courses held in english: http://www.uniud.it/international-area
Universidade de Coimbra International Relations Unit, University of Coimbra		Filomena Marques de Carvalho ERASMUS Institutional Coordinator	Website: http://www.uc.pt/en/driic

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.

<p>Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 Email: dri@uc.pt</p>	<p>P COIMBRA01</p>	<p>International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 Email: dri@uc.pt</p> <p>Maria Teresa Silva Incoming Students mteresa@uc.pt Ana Isabel Ferreira Outgoing Students anisabel@uc.pt Ana Machado Teaching Staff / Staff Exchange dri.mobilidade@uc.pt</p> <p>Bilateral Agreements: dri.projects@uc.pt</p>	<p>Information for Incoming students: http://www.uc.pt/en/driic/mobilidade/in/ Course Catalog: http://www.uc.pt/en/ects/catalogo go Academic Calendar: http://www.uc.pt/en/ects/informasi/calendario_academico/</p>
	<p>T UDINE01</p>	<p>Professor/academic contact: prof. Fabio VENDRUSCOLO (Humanities) fabio.vendruscolo@uniud.it</p> <p>prof. Montanari Laura (Law) laura.montanari@uniud.it</p> <p>prof. Miani Stefano (Engineering) miani.stefano@uniud.it</p>	
	<p>P COIMBRA01</p>	<p>Faculty of Law Jónatas Machado Telefone: +351 239 859 801 Fax: +351 239 823353 email: jonatas@fd.uc.pt</p> <p>Faculty of Letters Maria José Canelo Fax: +351 239 836 733 E-mail: mcanelo@uc.pt</p> <p>Faculty of Science and Technology António Paulo Dias Coimbra Telefone: +351 239 796 200 email: acoimbra@deec.uc.pt</p>	

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 student mobility periods	Duration of stay for each students [number of months]	
I UDINE01 P COIMBRA01	P COIMBRA01	023 (classical philology)	X	X		1	9	
		0713 (electricity and energy)	X	X		2	9	
		0421 law	X	X	X	2	9	
	I UDINE01							
		023 (classical philology)	X	X		1	9	
		0713 electricity and energy	X	X		2	9	
				X	X	2	9	

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)

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>

I UDINE01	P COIMBRA0 1	2225;52 2;38		3 to be defined	
P COIMBRA0 1	I UDINE01	2225;52 2;38		3 to be defined	

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	
P COIMBRA01		Portuguese	English	B1 (min)	B2 (min)

- Courses held in english can be offered within some study courses. The student can check the list on our web-site: <http://www.uniud.it/international-area>

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>

E. Additional requirements

I UDINE01

The original transcript of records 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:

- <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>

P COIMBRA01

P COIMBRA01:

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo
Largo de D. Dinis
Apartado 3026
3001-401 Coimbra
Telephone: +351 239 857000
E-mail: atped@dtp.uc.pt

http://www.uc.pt/en/sasuc/Quick_search/Integration_Counseling/nee

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)
P COIMBRA01	June, 1st	November 1st

2. 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 (such as online nominations etc...).
3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).
4. I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.
5. 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 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

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
P COIMBRA01	http://www.uc.pt/en/ects/info_inst/sq-ma/

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ac/

3. Insurance

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.




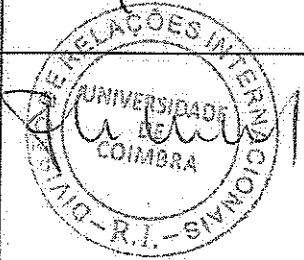
4. Housing

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
P COIMBRA01	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	www.uc.pt/go/accommodation

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. Ballerini Monica – Vice Rector for International Mobility	26.02.14		
P COIMBRA01	Filomena Marques de Carvalho ERASMUS Institutional Coordinator	11-02-2014	 	

⁷ Scanned signatures are accepted