

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-18 between programme countries [Minimum requirements]<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
HUB-KAHO	B GENT41	Institutional <sup>3</sup> Coordinator: Bart Hempen International Liaisons Coordinator: An De Moor International@hubkaho.be	www.hubkaho.be
Università Degli Studi di Udine	I UDINE01	Claudia Schileo (14) Prof. Alessandro Gasparetto (521) Via Palladio 8 33100 UDINE claudia.schileo@uniud.it gasparetto@uniud.it	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

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

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

## B. Mobility numbers<sup>4</sup> per academic year

[Paragraph to be added, 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 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies  [total number of months of the study periods or average duration*]  Student Mobility for Trainees hips *
B GENT16	I UDINE01	0715	Mechanics and Metal Trades (Mechanical Eng.)	1st	2 X 3 months = 6 [ISCED 0715]
		0713	Electricity & Energy		2 X 3 months = 6 [ISCED 0713]
I UDINE01	B GENT16	0715	Mechanics and Metal Trades (Mechanical Eng.)	1st	2 X 3 months = 6 [ISCED 0715]
		0713	Electricity & Energy		2 X 3 months = 6 [ISCED 0713]

<sup>4</sup> 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>)

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration <sup>5</sup> ]	
B GENT16	I UDINE01	0715	Mechanics and Metal Trades (Mechanical Eng.)	1 (max. 5 days)	1 (max. 5 days)
		0713	Electricity & Energy		
I UDINE01	B GENT16	0715	Mechanics and Metal Trades (Mechanical Eng.)	1 (max. 5 days)	1 (max. 5 days)
		0713	Electricity & Energy		

### 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]	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>5</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B GENT16	Dutch	English (limited courses)	B1	B2
I UDINE01	Italian	English	A1	B2

<sup>5</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>

## D. Additional requirements

I UDINE01 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:

- <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>

B GENT41 welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (10 months prior to arrival).

## E. Calendar

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

Receiving institution (Erasmus code)	Autumn term* (month)	Spring term* (month)
I UDINE01	May 15	September 30
B GENT41	(Online) registration: before 15 June	(Online) registration: before 15 November

2. The receiving institution will send its decision within 6 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]*
4. Termination of the agreement

*It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.*

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

## F. Information

### 1. Grading systems of the institutions

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I UDINE01:

<http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng>

B GENT41

[http://www.hubkaho.be/HUB\\_KAHO/Huidig-student/Huidig-student-Studentenadministratie/\(24131\)-Huidig-student-Huidig-student-Studentenadministratie-Onderwijs-en-examenreglement.html](http://www.hubkaho.be/HUB_KAHO/Huidig-student/Huidig-student-Studentenadministratie/(24131)-Huidig-student-Huidig-student-Studentenadministratie-Onderwijs-en-examenreglement.html)

A	18
B	16
C	14
D	12
E	10
FX	9
F	7
No participation	NA
Pass with distinction	14
Pass	12
Fail	7

### 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		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine/living-in-udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine/living-in-udine/issue-renewal-of-residence-permit?lingua=eng</a>
B GENT41	Campus Brussels: Stefanie Derks  Campus Ghent, Aalst, Sint-Niklaas: Caroline van der Veer <a href="mailto:international@hubkaho.be">international@hubkaho.be</a>	<a href="http://www.hubkaho.be">www.hubkaho.be</a>

### 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
I UDINE01	/	/
B GENT41	Gunter Elebaut: <a href="mailto:gunter.elebaut@hubkaho.be">gunter.elebaut@hubkaho.be</a>	<a href="http://www.hubkaho.be">www.hubkaho.be</a>


### 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="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
B GENT41	Campus Brussels: Marieke Steurs <a href="mailto:housing@hubkaho.be">housing@hubkaho.be</a>  Campus Ghent, Aalst, Sint-Niklaas: Bie Van de Castele <a href="mailto:bie.vandecasteele@hubkaho.be">bie.vandecasteele@hubkaho.be</a>	<a href="http://www.hubkaho.be">www.hubkaho.be</a>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
I UDINE01	Prof. Monica Ballerini Vice Rector International Mobility	11.09.14	 <i>Monica Ballerini</i>
B Gent <del>41</del>	Prof. Dr. De Ceulaere Managing Director	01.9.14	<i>Johny</i>

**HUB** HUB-KAHO  
**HUB** Warmoesberg 26 - 1000 Brussel  
**HUB** KBO nr. 0408.429.584

*Johny*

<sup>6</sup>Scanned signatures are accepted