



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional agreement 2018/19 – 2020/21
between programme countries

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	Erasmus code	Contact details	Website
Universidad Carlos III de Madrid	E MADRID14	Ms. Sonia Górriz Erasmus+ Coordinator Universidad Carlos III de Madrid International Relations Office C/ Madrid, 126 – Room 8.1.18 28903 Getafe (Madrid) Spain Tel. +34 91 624 8648 sgorriz@pa.uc3m.es	http://www.uc3m.es/
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01 PIC-Number 999899281	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 prof. Antonino Morassi Antonino.morassi@uniud.it Dep. Of Engineering	https://www.uniud.it/en/uniud-international/incoming-exchange-students general course catalogue: https://www.uniud.it/en/education/offer courses held in english: https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses

B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
E MADRID014	I UDINE01	071	Engineering	8 hours x 1 teacher	----
I UDINE01	E MADRID014	071	Engineering	8 hours x 1 teacher	----

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID14		English	Spanish	B2	B2
I UDINE01		English	Italian	B2	B2

* The receiving institution E MADRID14 relies on the selection of students made by the home institutions, therefore no language requirements or minimum GPA are demanded.

D. Additional requirements

Institution	Additional requirements	Website for information
E MADRID14	<p>Buddy Program: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461929/</p> <p>The University has developed actions with the aim of improving the assistance offered to disabled persons. Among others, we offer specific services under the Integration Program for Disabled Students (see link), infrastructure adaptation and investigation projects devoted to improve their quality of life: http://www.uc3m.es/ss/Satellite/ApoyoEstudiante/en/TextoMixta/1371215920222/Discapacidad_y_NEE</p> <p>Orientation Program and Welcome Event: The Welcome Event and the Orientation for international students will take place at the beginning of each semester: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220464060/</p>	
I UDINE01		

E. Calendar

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

Receiving institution	Autumn term	Spring term
E MADRID14	Nomination: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220460346/	
I UDINE01	15 May (nomination)	30 September (nomination)

2. The receiving institution **E MADRID 14** will send its decision within 6 weeks.

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of any other nomination modality by partner Universities (such as online nominations etc...).

- **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.

- Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.

3. A Transcript of Records will be issued by the receiving institution **E MADRID 14** no later than 4 weeks, after the assessment period has finished.

4. Termination of the agreement. The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

Institution	Grading system
E MADRID14	http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220477023/
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects

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	Contact details	Website for information
E MADRID14	incoming@uc3m.es	http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/
I UDINE01	ISS@uniud.it	https://www.uniud.it/en/uniud-international/incoming-exchange-students

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	Contact details	Website for information
E MADRID14	incoming@uc3m.es	http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371220461335/
I UDINE01	ISS@uniud.it	


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	Contact details	Website for information
E MADRID14	incoming@uc3m.es	http://portal.uc3m.es/portal/page/portal/servicios_jovenes/accommodation
I UDINE01	ISS@uniud.it	https://www.uniud.it/en/uniud-international/incoming-exchange-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Contact details	Date	Signature
E MADRID14	Prof. Matilde Sánchez Fernández Vice-Chancellor of International Relations and Cooperation	December 18th, 2018	
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	12/12/18	