

European Commission



University of Udine

Faculty of
Electrical Engineering and
Information Technology



Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2015-2021²

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 iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	http://www.uniud.it/inter-national-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/inter-national-area
	I UDINE01	Academic contact: Pierpaolo Palestri DIEGM, palestri@uniud.it	

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.

RWTH Aachen University Faculty of Electrical Engineering and Information Technology	D AACHEN01	Departmental coordinator: Dr. Hermann Wehr Administrative Director and ERASMUS Coordinator Faculty of Electrical Engineering and Information Technology Phone: +49 241 80-269 85 Fax: +49 241 80-225 71 Email: student-exchange@fb6.rwth- aachen.de	http://www.elektrotechnik.rwth-aachen.de
		Administrative coordinator: Claudia Hanke, M.A. ERASMUS co-ordinator International Office of RWTH Aachen University Templergraben 57 D – 52062 Aachen Tel: +49 241 80 90684 Fax: +49 241 80 92662 email: claudia.hanke@zhv.rwth- aachen.de	http://www.rwth-aachen.de/cms/root/Die_RWTH/Einrichtungen/Verwaltung/Dezernate/~pvd/2_0_internationale_Hochschulbeziehung/lidx/1/

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 undergra duate]	Study cycle [2 nd cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D AACHEN01	0713 Electricity and Energy 0714 Electronics and Automation (*Courses available for ERASMUS Students are listed below)	X	X	X	2	6 (sum= 12)
D AACHEN01	I UDINE01	Electronic Engineering	X	X	X	2	6

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>)

*Courses available for ERASMUS students at RWTH Aachen University

1.) Bachelor 's degree program Electrical Engineering, Information Technology and Computer Engineering (BSETITI)

<http://www.campus.rwth-aachen.de/rwth/all/subfields.asp?field=Elektrotechnik%2C+Informationstechnik+und+Technische+Informatik+%28B.Sc.%29&group=Bachelor+of+Science+%28B.Sc.%29&tguid=0x90EB26AE8AB3B342892FD3F86D9AD3EF>

2.) Master's degree program Electrical Engineering, Information Technology and Computer Engineering (MSETITI)

<http://www.campus.rwth-aachen.de/rwth/all/subfields.asp?field=Elektrotechnik%2C+Informationstechnik+u.+Technische+Informatik+%28M.Sc.%29&group=Master+of+Science+%28M.Sc.%29&tguid=0x90EB26AE8AB3B342892FD3F86D9AD3EF>

Of the 8 fields of study of the Master's degree program, the fields of study "Communications Engineering" and "Electrical Power Engineering" are English-taught

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	D AACHEN01	0713	Electricity and Energy	2	1
		0714	Electronics and Automation		
D AACHEN01	I UDINE01		Electronic Engineering	2	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 ⁶	
				Student Mobility for Studies [Minimum]	Staff Mobility for Teaching [Minimum]

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>

		recommended level: B1]		recommended level: B2]	
I UDINE01		Italian	English	B2	
D AACHEN01	Electrical Engineering, Information Technology and Computer Engineering				
	BSETITTI	German		B1 German	
	MSETITTI	German	English	B1 German/English (depending on language of instruction of course choice)	

-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: <http://www.uniud.it/international-area>

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:

-<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>

At the RWTH Aachen University:

Applies to Additional Requirements at RWTH Aachen University	
SMS	Incoming Exchange Students are required to attend the Orientation Days

Infrastructure to welcome students and staff with disabilities

Contact	Information
D AACHEN01 Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	Studies at RWTH Aachen University should be unrestricted for every person. The university is particularly responsive to the special needs of students with disabilities or chronic illnesses. From accessible access to lecture halls and institutions to relaxation rooms and competent, individual advising. Further information is available at: http://www.rwth-aachen.de/cms/main/root/Studium/Im_Studium/Beratung_Hilfe/~eji/Studium_mit_Handicap/?lidx=1

[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]

[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 letter)	30 September (nomination letter)
D AACHEN01	31.05.	31.01.

- **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.

2. Information for nominated incoming students

Information on decision on behalf of the receiving institution:
For RWTH Aachen University: The decision will be sent out within approximately 4 weeks after the application deadlines.

3: Transcript of Records

Transcript of Records will be issued by the receiving institution by:
For RWTH Aachen University: 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. (Winter semester: February to April, summer semester: July to September).

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

Grading System in use at the Faculty of Electrical Engineering and Information Technology of RWTH Aachen University				
RWTH grade	German wording	English wording		ECTS grade
1,0 - 1,3	Sehr gut	Excellent	an outstanding achievement	A
1,7 - 2,0	Gut	Very good	an achievement substantially above average requirements	B
2,3 - 2,7	Gut/ Befriedigend	Good/ Satisfactory	an achievement which corresponds to average requirements	C
3,0 - 3,3	Befriedigend	Satisfactory	an achievement which corresponds to average requirements	D
3,7 - 4,0	Ausreichend	Sufficient	an achievement which barely meets the requirements	E
4,3 - 5,0	Mangelhaft	Failed	an achievement which does not meet the requirements	F

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 UDINE 01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
D AACHEN 01	Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/cms/root/Studium/Im_Studium/Beratung_Hilfe/~cbft/Internationale_Studierende/

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D AACHEN 01	Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/go/id/bqse/



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
D AACHEN 01	Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/go/id/bqse/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	Jan. 2015	<i>Manica Ballerini</i>	
D AACHEN 01	Univ.-Prof. W.Mokwa Dean of the Faculty of Electrical Engineering and Information Technology	21.01. 2015	<i>W. Mokwa</i>	

⁷Scanned signatures are accepted.