

## Erasmus + Programme

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

### Inter-institutional agreement 2014/15-2020/21 between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus 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 (email, phone)	Website (e.g. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<u>Claudia.schileo@uniud.it</u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <u>iss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
Ms Bianca Köndgen Institutional Co-ordinator  Ms Boryana Klinkova Inter-institutional Agreements	D ERLANGE01	Address: Schlossplatz 4, 91054 Erlangen, Germany Tel.: 0049 9131 85 65164 Fax: 0049 9131 85 65162 E-Mail: boryana.klinkova@fau.de	<a href="http://www.fau.eu/international">www.fau.eu/international</a>
	I UDINE01	<b>Professor/departmental coordinator:</b> <b>MARCO SORTINO</b> <u>marco.sortino@uniud.it</u> <i>International Office</i>	

	D ERLANGE01	Dr. Oliver Kreis Dept. Maschinenbau, Haberstr. 2, 91058 Erlangen oliver.kreis@mb.uni- erlangen.de	Course catalogue: <a href="http://www.ip.study.uni-erlangen.org/incomings.shtml">http://www.ip.study.uni-erlangen.org/incomings.shtml</a>
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### B. Student Mobility numbers 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	TO	Subject area code	Study cycle 1	Study cycle 2	Study cycle 3	Number of student	Duration of stay for each students
I UDINE01	D ERLANGE01	521 mechanics and metal work (Mechanical engineering)	X	X	--	2	5 (10 months total)
D ERLANGE01	I UDINE01	521 mechanics and metal work (Mechanical engineering)	X	X	--	2	5 (10 months total)

### 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	
				Student Mobility for Studies	Staff Mobility for Teaching
I UDINE01	521	Italian			
D ERLANGE01	521	German	English	A2	

I UDINE01 - 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

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>

## F. Calendar

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

Receiving institution	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
D ERLANGE01	15 <sup>th</sup> May	15 <sup>th</sup> November

2. The I UDINE01 will send a detailed Erasmus nomination list by [majja.hocke@fau.de](mailto:majja.hocke@fau.de). 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](mailto: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. The I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter. The ERLANGE01 will send its decision within 4 to 5 weeks.

5. I UDINE01 & D ERLANGE01: Erasmus incoming student have to collect the Transcript of Records before leaving, otherwise the Transcript of Records will be issued and sent no later than 5 weeks directly to the personal post address of the student.

6. Termination or modification of the agreement:

This agreement shall be in force and be binding upon the parties hereto for the period indicated on page first. 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.

## G. Information

### 1. Grading systems of the institutions

Institution	WEB PAGE
I UDINE01	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>
D ERLANGE01	See Annex A

### 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>	
D ERLANGE01	Ms Maija Hocke incoming-students@fau.de	See Annex B (General Information Sheet)

### 3. Insurance

Institution	Contact details (email, phone)	Website for information
I UDINE01	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.	
D ERLANGE01	Ms Maija Hocke incoming-students@fau.de	Information will be provided during orientation course at the receiving institution



### 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-">http://www.uniud.it/international-area/incoming-</a>	

	mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng	
D ERLANGE01	Students: Ms Ursula Berg accommodation@fau.de	www.fau.eu/international/from-abroad/exchange-students/accommodation/

### H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	23/11/13	<i>Mario Ballerini</i>	
D ERLANGE01	Bianca Köndgen ERASMUS Institutional Co-ordinator, Deputy Head Central Office for International Affairs	28/11/13	<i>B. Köndgen</i>	

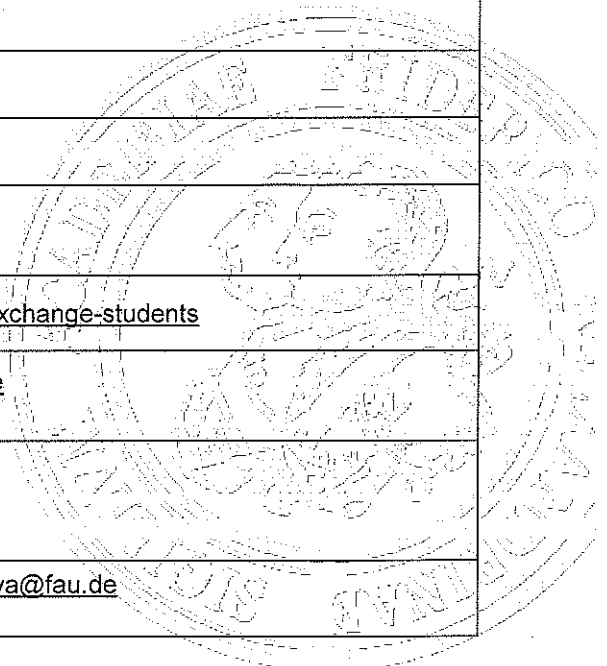
<sup>1</sup> Scanned signatures are accepted



## Annex B: General Information Sheet for Incoming Exchange Students

<b>University</b>	
Name of University	<b>Friedrich-Alexander-Universität Erlangen-Nürnberg</b>
Country	Germany
Erasmus Code	D ERLANGE01

<b>Contact Information</b>	
Postal address	Central Office for International Affairs, Schlossplatz 4, 91054 Erlangen, Germany
Visitor address	Central Office for International Affairs, Helmstr. 1A, 91054 Erlangen, Germany
Fax number	+49 (0) 9131-85-65151
Head	(Mrs) Dr Brigitte Perlick
Phone number	+49 (0) 9131-85-65170
Email address	<a href="mailto:brigitte.perlick@fau.de">brigitte.perlick@fau.de</a>
University homepage (in German)	<a href="http://www.fau.de">www.fau.de</a>
University homepage (in English)	<a href="http://www.fau.eu">www.fau.eu</a>
Homepage of the Central Office for International Affairs	<a href="http://www.fau.eu/international">www.fau.eu/international</a>
Homepage for exchange students (Incomings)	<a href="http://www.fau.eu/international/from-abroad/exchange-students">www.fau.eu/international/from-abroad/exchange-students</a>
Advisor for exchange students- ERASMUS-Incomings and CsF-Scholars	(Mrs) Maija Hocke, <a href="mailto:maija.hocke@fau.de">maija.hocke@fau.de</a> +49 (0) 9131-85-65146
Advisor for exchange students- Non-ERASMUS-Incomings and Incoming Internship Students	(Mr) Peter Forna, <a href="mailto:peter.forna@fau.de">peter.forna@fau.de</a> +49 (0) 9131-85-65144
Bilateral agreements	(Mrs) Boryana Klinkova, <a href="mailto:boryana.klinkova@fau.de">boryana.klinkova@fau.de</a> +49 (0) 9131-85-65164





<b>Academic Information</b>	
Language of instruction	German, some programmes in English (few courses in French or Spanish)
Degree programmes available in English	Master in Advanced Materials and Processes, Master in Advanced Optical Technologies (MAOT), Master in Computational Engineering, Master in Chemical and Bioengineering, Master in Molecular Science, Master in Physical Activity and Health, Master in Systems of Information and Multimedia Technology, MA Development Economics and International Studies, MA North American Studies: Culture and Literature, MA English Studies
Modules in English	Some modules are taught in English in different departments: Political Science, Social Sciences, Economics, Engineering
Information about degree programmes	<a href="http://www.fau.eu/studying/degree-programmes/overview.shtml">www.fau.eu/studying/degree-programmes/overview.shtml</a>
Syllabi	<a href="http://univis.uni-erlangen.de">http://univis.uni-erlangen.de</a> , click "Vorlesungsverzeichnis"
Course registration for exchange students	Will be clarified upon arrival
Credits generally required for one semester of studies	30 ECTS
Credits generally required for one year of studies	60 ECTS
Information about European Credit Transfer System ECTS	<a href="http://www.fau.eu/international/from-abroad/exchange-students/ects">www.fau.eu/international/from-abroad/exchange-students/ects</a>
Transcript of Records	Not delivered automatically. Incoming students should ask for a transcript before leaving Germany
Language courses during the semester (cost, credits, etc.)	German language courses for international students are free of charge. All other language courses cost €20 a semester hour (e.g. one course with two semester hours per week costs €40 for the whole semester)
(Strongly recommended) Pre-semester Intensive German Language Course	The three-week Intensive German Language Course takes place in March and September. It costs €250 (the price includes the books used). 5 ECTS credits can be obtained.  <a href="http://www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs_english">www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs_english</a>

<b>Application for Exchange Students</b>	
Application deadlines for exchange students	<b>15th May</b> for coming winter semester <b>15th November</b> for coming summer semester



<p>Application procedure (5 steps)</p>	<ol style="list-style-type: none"> <li>1. The home university selects the exchange students and sends the nominations (name, duration of stay, field of study and email address of the nominated students) by email to <a href="mailto:majja.hocke@fau.de">majja.hocke@fau.de</a> (ERASMUS and CsF-Scholars) or <a href="mailto:peter.forna@fau.de">peter.forna@fau.de</a> (Non-ERASMUS).</li> <li>2. All nominated students will receive information explaining how to apply online.</li> <li>3. The students complete and submit the online application first.</li> <li>4. The students then print out the online form, sign it and send it together with the required documents as a <b>SCAN VIA EMAIL</b> to the person in charge (Mr. Forna or Mrs. Hocke) (before the 15<sup>th</sup> of May or 15<sup>th</sup> of November).</li> <li>5. When we receive the completed application, we will process the admission. The students will be informed about their admissions by email and by post (letter of admission). The letter of admission must be brought to Germany.</li> </ol>
<p>Documents required for incoming student applications</p>	<ul style="list-style-type: none"> <li>• Printed application form</li> <li>• Copy of Secondary School Certificate (no translation)</li> <li>• Transcripts of Records for all academic years (university): in German or English</li> <li>• Proof of German language knowledge</li> <li>• Certificate of Enrolment at home university (no translation)</li> <li>• Actual photo</li> <li>• Application form for the Help by the Housing Search (the form can be found: <a href="http://www.fau.de/internationales/aus-dem-ausland/programmstudierende/Bewerbungsbogen_Austausch_SS2014_ausfb.pdf">www.fau.de/internationales/aus-dem-ausland/programmstudierende/Bewerbungsbogen_Austausch_SS2014_ausfb.pdf</a>)</li> </ul> <p>If the students would like to write a thesis at the FAU, they have to send together with the application documents a confirmation from a professor of the FAU, that he will supervise the thesis. The form for the confirmation can be found: <a href="http://www.fau.de/internationales/aus-dem-ausland/programmstudierende/Betreuungszusage_Inc_Stud_Juli2013.pdf">www.fau.de/internationales/aus-dem-ausland/programmstudierende/Betreuungszusage_Inc_Stud_Juli2013.pdf</a></p>
<p>German knowledge required</p>	<p>Level A2 of the Common European Framework of Reference for Languages or equivalent certificate of German language proficiency</p>
<p>Application information</p>	<p><a href="http://www.fau.eu/international/from-abroad/exchange-students/application">www.fau.eu/international/from-abroad/exchange-students/application</a></p>
<p>Application</p>	<p>Complete applications must be sent as a <b>SCAN VIA EMAIL</b>.</p>
<p>Courses/Programmes not available to exchange students</p>	<p>Limited access to Medicine and Law; consultation required</p>
<p><b>Academic Calendar</b></p>	
<p><u>Compulsory</u> orientation courses for exchange incoming</p>	<p><a href="http://www.fau.eu/international/from-abroad/exchange-students/orientation-course">www.fau.eu/international/from-abroad/exchange-students/orientation-course</a></p>





Winter semester Orientation course	First ten days of: September (if the student attends the language course) or October (if the student does not attend the language course)
Winter semester Lecture period	Middle of October to Middle of February
Winter semester Examination period	Middle of February to End of February
Summer semester Orientation course	First ten days of: March (if the student attends the language course) or April (if the student does not attend the language course)
Summer semester Lecture period	Middle of April (depending on Easter holidays) to Middle of July
Summer semester Examination period	Middle of July to End of July
Link to academic calendar (in German)	<a href="http://www.uni-erlangen.de/studium/zulassung/formulare/semesterplan">www.uni-erlangen.de/studium/zulassung/formulare/semesterplan</a>

<b>Housing</b>	
General information about accommodation for exchange students	<a href="http://www.fau.eu/international/from-abroad/exchange-students/accommodation">www.fau.eu/international/from-abroad/exchange-students/accommodation</a>

<b>Additional Information</b>	
<u>Compulsory enrolment fees</u>	€42 a semester for the University Social Services (when the student comes from a partner university)
Buddy programme	<a href="http://www.fau.eu/international/from-abroad/exchange-students/buddyprogramme">www.fau.eu/international/from-abroad/exchange-students/buddyprogramme</a>
Faculties	<ul style="list-style-type: none"> <li>- Faculty of Humanities, Social Sciences and Theology</li> <li>- Faculty of Business, Economics and Law</li> <li>- Faculty of Medicine</li> <li>- Faculty of Sciences</li> <li>- Faculty of Engineering</li> </ul>
Travel health insurance	Recommended for non-EU citizens
Health insurance during the exchange stay	EU citizens keep their national (European) health insurance. Non-EU citizens have to buy a German statutory health insurance for students (approx. €78 monthly – registration after arrival in Germany).
Proof of finance	Non-EU citizens have to prove that they have at their disposal at least €760 monthly (scholarship + parents' support + .... [can be combined])
Visa for exchange students	EU citizens do not need any visa for Germany. Non-EU citizens need a visa <u>except when</u> :



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	<p>1. They are citizens of one of the following countries: Australia, Brazil, Canada, Israel, Japan, Korea (South), New Zealand, USA</p> <p>2. They live in a Schengen country and possess a valid residence permit for this Schengen country</p>
Day nursery	Students with children can apply for the university day nurseries. Please inform us in advance.
Special facilities for disabled persons	Please inform us in advance.
<b>Complete Information Package</b>	<a href="http://www.uni-erlangen.org/international/from-abroad/exchange-students/downloads/Infopack_Austauschstud_EN_Jan13.pdf">www.uni-erlangen.org/international/from-abroad/exchange-students/downloads/Infopack Austauschstud EN Jan13.pdf</a>

## Annex A: FAU Grading System

### ECTS-credits

ECTS, the *European Credit Transfer and Accumulation System*, was developed by the Commission of the European Community in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

In ECTS, 60 credits represent the workload of a full year of study; normally 30 credits are given for a semester. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, and followed by home students under normal regulations. Credits are awarded only when the course has been completed and all necessary examinations have been successfully taken.

When the student has successfully completed the study programme agreed upon by the home and host institutions, transfer of credit will take place. The student will then continue his or her studies at the home institution without any loss of time or credit. Transfer of credit is realized with a form (Transcript of Records) and by applying a special grading system in addition to the local grading system.

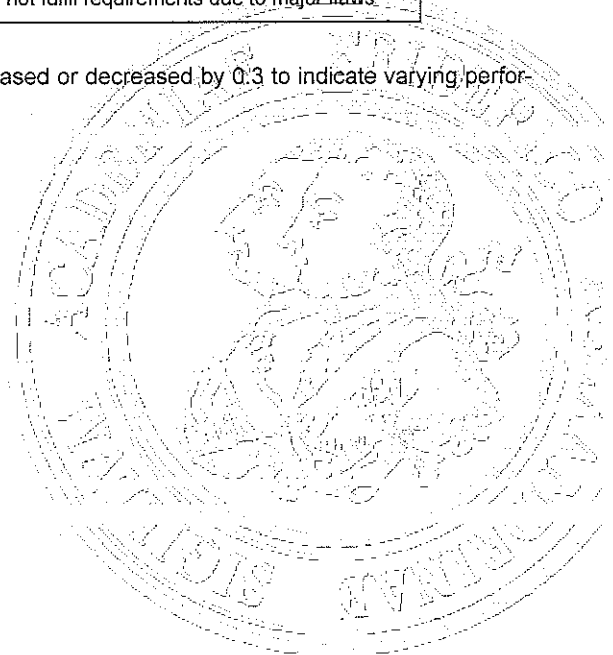
### German Grading System

Grades at FAU are generally awarded according to the following scale; however, the grades awarded for a specific degree programme may differ depending on the respective examination regulations:

Grade	Designation	Explanation
1	Sehr gut (excellent)	an outstanding achievement
2	Gut (good)	an achievement that exceeds the average requirements considerably
3	Befriedigend (satisfactory)	an achievement that fulfils average requirements
4	Ausreichend (sufficient)	an achievement that fulfils the requirements despite flaws
5	Nicht ausreichend (unsatisfactory)	an achievement that does not fulfil requirements due to major flaws

The examination regulations can specify whether the grades can be increased or decreased by 0.3 to indicate varying performance.

Grade	Designation	Explanation
1.0	Sehr gut (excellent)	Pass
1.3	Sehr gut (excellent) -	Pass
1.7	Gut (good) +	Pass
2.0	Gut (good)	Pass
2.3	Gut (good) -	Pass
2.7	Befriedigend (satisfactory) +	Pass
3.0	Befriedigend (satisfactory)	Pass
3.3	Befriedigend (satisfactory) -	Pass
3.7	Ausreichend (sufficient) +	Pass
4.0	ausreichend (sufficient)	Pass
4.3	Nicht ausreichend (unsatisfactory)	Fail
4.7	Nicht ausreichend (unsatisfactory)	Fail
5	Nicht ausreichend (unsatisfactory)	Fail



Furthermore, for modules requiring regular attendance but no exam, there is a special grade "TN" = Teilnahme = attendance which is a "pass" grade. If a student participates in a module that requires an exam but does not take it – that is, only his/her attendance is certified – no credits can be awarded.

1S = 1 semester; 2S = 2 semesters/academic year

**Common US-American Mark Equivalences\*:**

(1.0) – excellent, seldom achieved (A+)	(2.7 to 3.3) – satisfactory (B- to C)
(1.3) – very good (A)	(3.7 to 4.0) – sufficient (D)
(1.7 to 2.3) – good, considered a (rather) good result (A- to B)	(5.0) – deficient/fail, no course certificate awarded (F)

**Common Mark Equivalences for Law and Legal Subjects\*:**

German points	0	1–3	4–6	7–9	10–12	13–15	16 – 18
Assessment	ungenügend: an entirely insufficient achievement	mangelhaft: an unsatisfac- tory achieve- ment with significant flaws	ausreichend: an achievement that fulfils the requirements despite flaws	befriedigend: an achieve- ment that fulfils average requirements in every re- spect	vollbefriedi- gend: an achievement that exceeds average requirements	gut: an achieve- ment that exceeds average require- ments considera- bly	sehr gut: an out- standing achieve- ment
Equivalent English	fail	fail	satisfactory	good	very good	excellent	excellent
Equivalent French	insuffisant	insuffisant	passable	satisfaisant	très satis- faisant	bien	très bien

\* These equivalences are for guidance only!