



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018/2021

between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY PIC-Number 999899281	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 <i>ACADEMIC CONTACT prof. G. AZZARELLO giuseppina.azzarello@uniud.it</i>	Homepage for Incoming Students: <u>http://www.uniud.it/en/uniud-international/incoming-exchange-students</u> General course catalogue: <u>http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso</u> Courses held in English: <u>http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</u>
Universität Trier 54296 Trier Germania PIC-Number 999863682	D TRIER01	Erasmus Institutional Coordinator: Birgit Roser Akademisches Auslandsamt Universität Trier D-54286 Trier, Germany eMail: <u>erasmus-ic@uni-trier.de</u> Tel: +49 651 201 2807	<u>www.uni-trier.de</u> <u>www.erasmus.uni-trier.de</u> <u>www.exchangestudents.uni-trier.de</u>

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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

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

		Erasmus Departmental Coordinator: Prof. Dr. Fabian Reiter Fachbereich III - Papyrologie Universität Trier D-54286 Trier, Germany eMail: reiterf@uni-trier.de Tel: +49 651 201 2543	
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B. Student Mobility numbers⁴ 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]	Total Number of students	Duration of stay for each student [number of months]
I UDINE01	D TRIER01	0222 Papyrology	1 ciclo: corso di laurea triennale in Lettere	2 ciclo: laurea magistrale in Scienze dell'antichità : filologia, storia, letterature	Dottorato in Scienze dell'Antichità	2	6
D TRIER01	I UDINE01	0222 Papyrology	BA	MA	PhD	2	6

D TRIER01: Trier University does not offer any taught PhD-programs with coursework. At Trier University PhD-students can only do individual research for their PhD-thesis or participate in courses of master programs.

Workload of PhD students consisting of individual research can only be rewarded with ECTS-credits, if a professor of Trier University agrees to supervise the PhD student and to award ECTS-credits in consultation with the departmental Erasmus coordinator for the research carried out by the PhD student. Nominations of PhD students can only be confirmed if one of the following items is fulfilled:

- 1) their learning agreement states explicitly that they do not plan to earn any ECTS credits
- 2) their learning agreement contains only courses of master programs
- 3) they provide proof that a professor of Trier University has agreed to individual supervision and awarding ECTS-credits for the research

Please note that a supervisor will not be provided automatically. Prospective PhD students in the framework of Erasmus+ have to individually find and contact a supervisor in their field of research before coming to Trier.

⁴ 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>)

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 TRIER01	0222	Papyrology	1	Up to 2
D TRIER01	I UDINE01	0222	Papyrology	1	Up to 2

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English	B1	B2
D TRIER01		German	English	B1	B2

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/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

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/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

⁵ 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 TRIER01: see appendix 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 TRIER01	June 15	December 15

- **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.

Admission letter and Transcript of Records:

D TRIER01: see appendix 1

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

[Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
D TRIER01	www.erasmus.uni-trier.de (see Trier University Grading System)

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/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students
D TRIER01	Carsten Kluger, Incomings Coordinator eMail: kluger@uni-trier.de Tel: +49 651 201 2808	www.uni-trier.de/index.php?id=44126&L=2

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.

D TRIER01	Carsten Kluger, Incomings Coordinator eMail: kluger@uni-trier.de Tel: +49 651 201 2808	
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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/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine
D TRIER01	Carsten Kluger, Incomings Coordinator eMail: kluger@uni-trier.de Tel: +49 651 201 2808	www.uni-trier.de/index.php?id=44616&L=2

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶	stamp
I UDINE01	Vice Rector for Erasmus+ Mobility prof. R. VERMIGLIO	23.10.17		
D TRIER01	Birgit Roser Erasmus Institutional Coordinator	5.10.2017		

⁶ Scanned signatures are accepted



Winter Semester 2017/18

Summer Semester 2018

Institution of Higher Education	Universität Trier (Trier University) D-54286 Trier Tel.: (+49) *651 201 - 0 www.uni-trier.de	
ERASMUS-Code	D TRIER01	
EUC reference number	28770-IC-1-2007-1-DE-ERASMUS-EUCX-1	
Information for international students	www.incomings.uni-trier.de www.exchangestudents.uni-trier.de	
International Office	Address: Universität Trier Akademisches Auslandsamt D-54286 Trier Tel.: (+49) *651 201 - 2806 Fax: (+49) *651 201 - 3914 E-Mail: aaa@uni-trier.de	
Institutional ERASMUS Coordinator, Director International Office	Ms. Birgit Roser Tel.: (+49) *651 201 - 2807 E-Mail: erasmus-ic@uni-trier.de	
Coordinator, Outgoing Students	Europe, North America, Australia: Ms. Anne Freihoff Tel.: (+49) *651 201 - 2809 E-Mail: freihoff@uni-trier.de	Asia: Ms. Agnes Schindler Tel.: (+49) *651 201 - 3831 E-Mail: schindler@uni-trier.de
	Latin America: Ms. Janina Kröner Tel.: (+49) *651 201 - 4676 E-Mail: kroenerj@uni-trier.de	
Coordinator, Incoming Students	Mr. Carsten Kluger Tel.: (+49) *651 201 - 2808 E-Mail: kluger@uni-trier.de	
Application deadline	for summer semester: January 15 for winter semester: July 1	
Application Procedure	www.exchange-admission.uni-trier.de Overview: www.uni-trier.de/fileadmin/international/international/2_Incomings/2_Austauschstudierende/TrierUniversity_ApplicationProcedureExchange.pdf	

Timetable (d/m/y) Winter semester 2017/18	Orientation Programme 21.09.2017 - 13.10.2017 Cost: € 200,00 Lectures begin: 16.10.2017 Lectures end: 09.02.2018 Vacation Christmas: 23.12.2017 - 07.01.2018 Other holidays: 31.10.2017, 01.11.2017
Timetable (d/m/y) Summer semester 2018	Orientation Programme 15.03.2018 - 06.04.2018 Cost: € 200,00 Lectures begin: 09.04.2018 Lectures end: 13.07.2018 Vacation Pentecost: 21.05.2018 - 25.05.2018 Other holidays: 01.05.2018, 10.05.2018, 31.05.2018
Accommodation (for exchange students)	Mr. Carsten Kluger Tel.: (+ 49) *651 201 - 2808 Fax: (+ 49) *651 201 - 3914 E-Mail: kluger@uni-trier.de
Health Insurance	Students from the EU: European Health Insurance Card or E 111 Otherwise: legally required health insurance (Student insurance is approximately € 85,00 per month)
Social Fee/TUNIKA (mandatory)	approximately € 260,00 for initial registration approximately € 245,00 for registration renewal (for a 2nd semester) The TUNIKA (student identification) entitles to free usage of public transport in the city of Trier, of the trains between Trier and Saarbrücken as well as Trier and Koblenz for a whole semester.
Course Catalogue	https://porta-system.uni-trier.de/qissserver/pages/cm/exa/coursemanagement/basicCourseData.xhtml?_flowId=searchCourseNonStaff-flow&_flowExecutionKey=e1s1 The course catalogue is published in mid-July (for the following winter semester) and at the beginning of February (for the following summer semester). Further information from faculties and departments: www.faecher.uni-trier.de
Semester Programme	During each semester the International Center, a student association, offers a semester programme: excursions, cultural events etc. for international but also for German students (www.iz-trier.de).
German Courses	Optional German courses are available. Course description: www.erasmus.uni-trier.de (Section: "Erasmus Coordinators - Additional Information") Class allocation follows the placement test at the beginning of a semester.
International Summer Course (d/m/y)	06.08.2018 - 31.08.2018 A summer language course for international students is offered every year in August. Cost: approximately € 890,00 (fees and accommodation) - 2017! www.ifk.uni-trier.de