



European Commission



University of Udine



Universitat de Lleida

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-2021²

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 PIC-Number 999899281	<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 Academic contact: prof. Neil Harris <u>neil.harris@uniud.it</u>	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

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.

<p>Universitat de Lleida (UdL)</p> <p>Facultat de Lletres</p>	<p>E LLEIDA01</p> <p>PIC-Number 999838559</p>	<p>Erasmus Institutional coordinator: Astrid BALLESTA, vice-rector</p> <p>Academic coordinator: Humanities, Languages, Journalism and information, History and archaeology, Earth Sciences: Carles SALAZAR CARRASCO, exterior@lletres.udl.cat</p> <p>Administrative contact: Josep M. MARTÍ RIBELLES Relacions Internacionals Campus de Capponó Carrer de Jaume II, 67 E-25001 LLEIDA (Catalonia, Spain) tel.: +34 973 003530 ori@intl.udl.cat</p>	<p>Incoming students: http://www.udl.cat/ca/serveis/origestudiantat_estranger/eng/erasms/index.html</p> <p>Bachelor: http://www.udl.cat/en/studies/studies_all.html</p> <p>Master: http://www.udl.cat/estudis/poficials_eng.html</p> <p>Faculty of Arts http://www.lletres.udl.cat/en/ http://www.ostelea.com/en</p>
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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 undergraduate]	Study cycle [2 nd cycle, or postgraduate]	Study cycle [phd or doctoral cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	E LLEIDA01	0220 Humanities	X	X	X	2	9
E LLEIDA01	I UDINE01	0220 Humanities	X	X	X	2	9

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>)

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	E LLEIDA01	0220	Humanities	1	1
E LLEIDA01	I UDINE01	0220	Humanities	1	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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian			
E LLEIDA01	0220 Humanities	Spanish & Catalan (*)	-	Spanish (or Catalan): B1 recommended	Catalan, Spanish or English B2 (recommended)

-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: https://www.uniud.it/en/uniud-international?set_language=en

(*) At the University of Lleida courses are taught in Catalan or Spanish, some in English. The instruction language of each course can be checked by browsing the academic guide of each academic faculty (http://www.udl.cat/en/studies/studies_all.html) or by asking the correspondent mobility coordinator (http://www.udl.cat/serveis/ori/estudiantat_estranger/eng/infoeng/departament.html). The offer of courses in English can be checked at: http://www.udl.es/serveis/ori/estudiantat_estranger/eng/infoeng/teaching.html

When both teacher and student know a language other than the language of the course they can, by common agreement, use it in their academic relations (tutorials, essays or exams, etc.) outside the classroom.

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>

The University of Lleida offers a Catalan Language Course free of charge for all international students at the beginning of each semester. Catalan and Spanish Language Courses are offered all year round at reduced prices: <http://www.udl.cat/ca/serveis/il/acollida/information/>

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

At the University of Lleida: Students and staff with disabilities: The University of Lleida, by means of the service UdLxTothom (UdL for everybody), provides support tools and adaptation measures to students and staff with any kind of disability. If any student or member of staff has any special need, he will need to communicate it to the International Relations Office of the University of Lleida so that the facility UdLxTothom is able to arrange all the necessary measures to ensure a convenient stay.

Website of the service UdLxTothom: <http://www.udl.cat/serveis/seu/UdLxtothom.html>

[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)	30 September (nomination)
E LLEIDA01	Nomination deadline: 15/06 Application deadline: 01/07	Nomination deadline: 15/11 Application deadline: 01/12

- **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.

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

[Erasmus code]	WEB PAGE
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
E LLEIDA01	http://www.udl.cat/serveis/ori/estudiantat_estranger/eng/infoeng/evaluation_system.html

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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
E LLEIDA01	International Relations: Joan Carles MERCADER Tel.: +34 973 00 35 34 Paula OBREGÓN Tel.: +34 973 00 27 73 incoming@int.udl.cat	http://www.udl.cat/serveis/ori/estudiantat_estranger/eng/infoeng/entry.html

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		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.
E LLEIDA01	International Relations: Joan Carles MERCADER Tel.: +34 973 00 35 34 Paula OBREGÓN Tel.: +34 973 00 27 73 incoming@int.udl.cat	http://www.udl.cat/serveis/ori/estudiantat_estranger/eng/infoeng/insurance.html




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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
E LLEIDA01	International Relations: Joan Carles MERCADER Tel.: +34 973 00 35 34 Paula OBREGÓN Tel.: +34 973 00 27 73 incoming@int.udl.cat	http://www.udl.cat/serveis/ori/estudiantat_estranger/eng/infoeng/accommodation.html

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	10.01.18		
E LLEIDA01	Astrid BALLESTA REMY, Vicerectora de Relacions Internacionals i Cooperació Per delegació (resolució del rector de 18.11.2015, de delegació de competències, publicada al DOGC núm. 7006 - 26.11.2015).	DEC 04 2017		

⁷ Scanned signatures are accepted