



Erasmus+ Programme

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

Inter-institutional agreement 2018-2021¹ 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 (and department, where relevant)	Erasmus code	Contact details ² (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	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 Stefano Magnani Phone: +39-0432-556638 Email: stefano.magnani@uniud.it	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 Higher Education Institutions have to agree on the period of validity of this agreement

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Universität Vechta / University of Vechta	D VECHTA02	Sarah Winkler, Erasmus Institutional Coordinator International Office Driverstr. 22, 49377 Vechta, Germany Phone: +49 (0)4441 15 660 Email: sarah.winkler@uni-vechta.de Academic Contact Georg Müller Phone: +49(0)4441 15 776 Email: georg.mueller@uni-vechta.de	http://www.uni-vechta.de/home/ http://www.uni-vechta.de/internationales/
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B. Mobility numbers³ per 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 January 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 [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *

[total number of months of the study periods or average duration]⁴*

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	Number of Staff
I UDINE01	D VECHTA02	0222	History	2 x 5 days	
D VECHTA02	I UDINE01	0222	History	2 x 5 days	

[total number of days of teaching periods or average duration]⁴*

³ 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>

⁴ [*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 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		English or Italian: B2 is recommended
D VECHTA02		German	English		English or German: B2 is recommended

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

D. Additional requirements

I UDINE01

At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by Italian exchange students can be given or sent directly to them OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement and any changes made to the original Learning Agreement have to be given to the Italian student who will submit them to the approval of the academic coordinator.

Incoming Erasmus students/partner universities can check the information about extension of the study period and changes to the original Learning Agreement on the website of I UDINE01:

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

[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.

D VECHTA02

Exchange students are only accepted on the basis of a nomination by the home institution. Offers for exchange students:

- An international interdisciplinary programme of courses taught in the English language (30 ECTS) in both the summer and winter semesters

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>

- Access to almost all courses taught at the University of Vechta
- An accommodation data base, and personal assistance in finding an apartment or a room
- Courses in German as a foreign language
- A tandem language learning programme
- Participation in the programme 'Europe goes to School' (winter semester)
- Organised excursions in Lower Saxony
- Social activities for international students from the student initiative InterMento (such as joint cooking or baking)
- A monthly *Internationaler Stammtisch*
- Free university sports
- The Smoother Start Programme: introduction weeks (14-20 days), including campus and town orientation days, an intensive German language course, assistance with formalities, and an intercultural awareness course for Germany
- A personal student tutor (for those registered with the programme)

Vechta University has the appropriate infrastructure for students and staff with disabilities. However, we would appreciate it if Vechta University is informed of the special needs of an exchange student or staff member well in advance.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I UDINE01	15 May (nomination)	30 September (nomination)
D VECHTA02	15th July	15th December

2. The receiving institution will send its decision within four [4] weeks.
3. A record of provisional marks will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. These will be subsequently confirmed following the Assessment Board.
4. Termination of the agreement
 - (A) the institutions may terminate this agreement at any time by agreement in writing between them.
 - (B) Either institution may terminate this agreement:
 - (i) at any time for any reason by providing not less than one year's notice in writing; or
 - (ii) with immediate effect by notice in writing if the other Institution commits a material breach of this agreement which (i) is not capable of remedy or (ii) if the breach is capable of remedy, it fails to remedy within 30 days of receipt of a notice requiring the breach to be remedied.
 - (C) If notice of termination of this agreement is given by either institution:
 - (i) each institution agrees that it will continue to fulfil its responsibilities to exchange students until the end of their exchange periods;

- (ii) each Institution will cease to promote or market the exchange programme or to admit any new students to the exchange programme;
 - (iii) each institution will cease using the name and/or logo of the other institution.
- (D) Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

- **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.

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 1st October of the following new academic year.

F. Information

1. Grading systems of the institutions

I UDINE01

[Erasmus code]	WEB PAGE
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects

D VECHTA02

German Scale	ECTS Scale	Definition
1,0; 1,3	A	Excellent
1,7; 2,0	B	Very Good
2,3; 2,7	C	Good
3,0; 3,3; 3,7	D	Satisfactory
4,0	E	Sufficient
5,0	FX/F	Failure

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
D VECHTA02	Institutional Coordinator: Sarah Winkler +49 (0)4441 15 660 sarah.winkler@uni-vechta.de , international.office@uni-vechta.de	https://www.uni-vechta.de/international-office/incoming-students/

3. Insurance

At the University of Udine: Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period.

EU students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
D VECHTA02	Institutional Coordinator: Sarah Winkler +49 (0)4441 15 660 sarah.winkler@uni-vechta.de , international.office@uni-vechta.de	https://www.uni-vechta.de/international-office/incoming-students/




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
D VECHTA02	Institutional Coordinator: Sarah Winkler +49 (0)4441 15 660 sarah.winkler@uni-vechta.de , international.office@uni-vechta.de	https://www.uni-vechta.de/international-office/incoming-students/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	04/12/18	 
D VECHTA02	Prof. Dr. Burghart Schmidt President	19/4/18	

⁶ Scanned signatures are accepted