

European Commission



University of Udine

Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016/2021

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	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>

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.

	I UDINE01	Academic contact: Simonetta Minguzzi Dipartimento di Studi Umanistici e del Patrimonio Culturale, Vicolo Florio 2/b, 33100 - Udine (Italia) simonetta.minguzzi@uniud.it phone: +39 (0) 432 556175 fax: +39 (0) 432 556649	
University of Malta	MT MALTA01	Ms Stefania Agius Fabri, Director, International & EU Office. International & EU Office, Room 105, Administration Building, University of Malta, Msida, Malta Tel: 00356 2340 3416/2804 E-mail: erasmus@um.edu.mt stefania.agius-fabri@um.edu.mt	http://www.um.edu.mt/int-eu/erasmusplus

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	MT MALTA01	1015 Travel, tourism and leisure	1 st	2 nd		2	10 (5 each)
MT MALTA01	I UDINE01	1015 Travel, tourism and leisure	1 st	2 nd		2	10 (5 each)

C. Teaching Staff Mobility per academic year

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
------	----	-------------------	-------------------	----------------------------------

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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	MT MALTA01	1015	Travel, tourism and leisure	1	Min 8 hours per week (max 2 weeks)
MT MALTA01	I UDINE01	1015	Travel, tourism and leisure	1	Min 8 hours per week (max 2 weeks)

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 ⁵	
				Student Mobility for Studies (Minimum recommended level: B1)	Staff Mobility for Teaching (Minimum recommended level: B2)
I UDINE01		Italian	English	B1	B2
MT MALTA01	FILL IN	English		B2	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>

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://europa.europa.eu/en/resources/european-language-levels-cefr>

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>

MT MALTA01

1. Erasmus coordinators are requested to submit the students' nomination by the stipulated dates. For further information regarding deadlines, kindly visit the following link: <http://www.um.edu.mt/int-eu/erasmusplus/incoming/deadlines/>

2. Students are to submit the following documents with regards to the application procedures:

Enrolment form, health form, important information form, photocopy of their passport/identity card, copy of the European Health Insurance Card, copy of their travel insurance, English Language Proficiency declaration and the learning agreement. The learning agreement should be approved prior to the student arrival at the University of Malta. For further information kindly visit the following link: <http://www.um.edu.mt/int-eu/erasmusplus/incoming/enrolment>

3. At the beginning of every academic semester the International & EU Office organises an Orientation Session for the Erasmus students starting their studies at the University of Malta. New Erasmus students are expected to be in Malta by the stipulated date in order to follow this orientation session.

4. Visiting students are to remain in Malta until the end of their semester examinations and should hand in all their assignments and sit for their exams prior to their departure.

Students should highlight any disabilities at application stage so that their needs and requirements can be addressed and the right support assured prior to their acceptance. The ACCESS-disability Support Unit has been set up at the University of Malta in order to ensure support to both local and visiting students and staff with disability.

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)
MT MALTA 01	1 st June	1 st November

- 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

The link to our webpage is

Erasmus code	
I UDINE01	http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
MT MALTA01	http://www.um.edu.mt/registrar/regulations/general/harmonisedregs-09

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
MT MALTA 01	Mohammed.hazzouri@um.edu.mt	http://www.um.edu.mt/int-eu/international/eresidence

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.



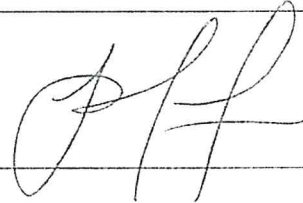

4. Housing

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
MT MALTA01	info@universityresidence.com	https://secure.um.edu.mt/int-eu/erasmusplus/incoming/accommodation

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature	Stamp
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	25.05.16		
MT MALTA01	Ms Stefania Agius Fabri, Director, International & EU Office	27.04.16		

⁶ Scanned signatures are accepted