



European Commission



University of Udine



Europea

Erasmus Studio Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2021²

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 (e.g. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	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	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in English: http://www.uniud.it/international-area
	I UDINE01	Professor/departamental coordinator:	

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.

		MORANDI BONACOSI Pierdaniele daniele.morandi@univ.nl DIBE - DIPARTIMENTO DI STORIA E TUTELA DEI BENI CULTURALI	
Universiteit Leiden International Relations Office	NL LEIDEN 01	Ms Marieke te Booij Institutional Erasmus coordinator Tel: +31-71-527 3325 E-mail: m.t.te.booij@sea.leidenuniv.nl	http://prospectivestudents.leiden.edu/study-abroad-exchange/
Universiteit Leiden Faculty/Department Humanities	NL LEIDEN 01	Ms Linda Huizinga-Coolen Erasmus coordinator Humanities Tel: +31-71-5273293 e-mail: m.a.huizinga-coolen@hum.leidenuniv.nl	Homepage: http://hum.leiden.edu/ e-prospectus (course catalogue) https://studiegids.leidenuniv.nl/en/

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 undergra- duate]	Study cycle [2 nd cycle or postgrad uate]	Study cycle [PhD or doctoral cycle]	Number of student mobility periods	Duration of stay for each students [number of months]
I UDINE01	NL LEIDEN01	219 history and archeology, ancient near eastern studies: mesopotamia n languages and cultures	X	X	x	1	5

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>)

NL LEIDEN01	I UDINE01	219 history and archeology, ancient near eastern studies: mesopotamia n languages and cultures	x	x	x	1	5

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	NL LEIDEN01	219 history and archeolo gy, ancient near eastern studies: mesopot amian language s and cultures		To be defined	1
NL LEIDEN01	I UDINE01	219 history and archeolo gy, ancient near eastern studies: mesopot amian language		To be defined	1

		s and cultures			

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01	219	Italian	English if required	B1	
NL LEIDEN01		English	Dutch	Minimum required level: IELTS 6.5, TOEFL 90/575 ⁷ or equivalent B2	Minimum recommended level: B2

- 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>

For NL LEIDEN 01: <http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html#2-english-language-requirements>

Please note that curricular language acquisition courses are in principle not open to exchange students! If they are open to exchange students, they must have the required level of language proficiency.

E. Additional requirements

I UDINE01:

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>

⁷ At Leiden University Scores may be subject to change. Please see: <http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html> for latest information.

The original transcript of records 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>

NL LEIDEN01:

- Host decides on admission to programme and per course
- Rights and obligations in principle same as other (international) students at same academic level
- No tuition for regular academic courses
- Credit transfer as per home institute rules
- *No students will be admitted without an application according to host procedures*

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)
NL LEIDEN01	1 April (for students needing a visa and housing); or 1 June (for students not needing a visa or housing)	15 October

2. The 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 (such as online nominations etc.).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to 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.

5. Erasmus incoming student at the I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by the I UDINE01 no later than 5 weeks directly to the personal post address of the student.

6. 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

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
NL LEIDEN01	http://www.students.leiden.edu/your-study/education/academic-system.html Please note: Lowest pass grade Humanities is 6!

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/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
NL LEIDEN01	Admissions Office, info@leidenuniv.nl, +31 71 527 8011	http://www.students.leiden.edu/application-admission/visa-residence-permit/

3. Insurance

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
NL Leiden 01	International Students Advisor, Tel: +31 (0)71 527 3245 E-mail: j.delwel@sea.leidenuniv. nl	http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/insurances/insurances.html

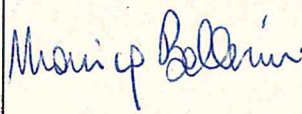



4. Housing

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		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
NL LEIDEN01	E-mail: housing@leidenuniv.nl Tel +31 (0)71 527 53 30	http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/housing/housing.html

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸	stamp
I UDINE01	Prof. Monica Ballerini Vice Rector for International Mobility	16/01/2014		
NL LEIDEN01	Linda Huizinga- Coolen, MA; Erasmus coordinator Humanities	16/01 2014		

⁸ Scanned signatures are accepted



Universiteit Leiden
The Netherlands

ERASMUS PARTNER KEY DATA 2014-2015

INSTITUTION

Name Institution ERASMUS ID code	Universiteit Leiden NL LEIDEN01
Website	www.leidenuniv.nl (Dutch) www.leiden.edu (English)

CONTACT OFFICE for Incoming exchange students

Name	<u>Central:</u> Student and Educational Affairs (SEA) International Relations and Scholarships	<u>Faculty:</u> Linda Huizinga-Coolen, MA Teaching and Student Affairs (OSZ)
Address	Gravensteen / Pieterskerkhof 6 P.O. Box 9500 NL-2300 RA Leiden The Netherlands	Faculty of Humanities Lipsius Building, ground Floor P.O. Box 9515 2300 RA Leiden The Netherlands
Phone and Fax numbers	T: +31 71 527 7287 F: +31 71 527 7298	T: +31 71 527 3293
Email	exchange@sea.leidenuniv.nl (Admission information) Ms Mai Dahl: m.b.dahl@sea.leidenuniv.nl (Programme and agreement information)	Students: exchange@hum.leidenuniv.nl agreements/partners: m.a.huizinga-coolen@hum.leidenuniv.nl

APPLICATION

Deadlines	Fall Semester + Full Year:	1 April
	Spring Semester:	15 October
Language requirements	A level of English similar to that reflected by a score of 6.5 on the Academic IELTS test. All Chinese nationals must get an IELTS or iBT/TOEFL (min. score 90) certificate in order to get a <u>Nuffic Certificate</u> , which is needed for the issuance of their visa and residence permits.	
Online application and further information	In our online application students are prompted to download a nomination form for their home university co-ordinator to sign. Once an application is complete, if the student meets the admission criteria, course requests are forwarded to the relevant faculty for evaluation. http://www.prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/	

PRACTICAL

Website for non-degree students	http://www.prospectivestudents.leiden.edu/programmes/study-abroad/
Accommodation	<p>Student housing in Leiden is limited, especially in Fall when there is most demand. Students may therefore also be offered housing in The Hague. For the best chance of securing housing through the university, students should ensure they pay their (non-refundable) housing fee of €350 prior to the housing deadline of June 1st for the Fall semester and November 15th for the Spring semester, even if they have not yet been admitted to the programme. In the unfortunate event a student is not admitted, this fee will be refunded. Other costs, such as the refundable €500 housing deposit, are due before students arrive. *</p> <p>*This information is subject to change. For the most up-to-date information on the exact</p>



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	<p>amounts of the housing fee and other accommodation costs, please visit http://www.studenthousing.leiden.edu/ and http://www.studenthousing.leiden.edu/student-housing/payment-details.html (for payments) regularly.</p>
Visa and residence permits	<p>Students with a non-EU nationality must get a Dutch residence permit, and in many cases, an entry visa to the Netherlands as well. Please keep in mind that this applies to all Erasmus students with a non-EU passport, even if they have a student residence permit in another Schengen country. Once a student has been admitted to an exchange period at Leiden University, the Admissions Office will work with the student to apply for these documents on their behalf. Students should note that there is a fee of €300 for visas/permits (this fee is subject to change). To allow enough time to obtain these documents, it is imperative that all Erasmus students who are non-EU citizens submit their applications to Leiden before the abovementioned deadlines. http://www.prospectivestudents.leiden.edu/practical-info/visa/.</p>
Insurance	<p>All students are obliged to have health insurance to cover any medical costs incurred during their stay. We strongly recommend that students ensure they have medical insurance before their arrival. We also highly recommend that all students take out liability insurance to cover any accidental damage caused to other persons or property during their stay. http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/insurances/insurances.html</p>
Estimated living expenses	<p>On average, at least €800 – 1150 per month http://prospectivestudents.leiden.edu/study-abroad-exchange/money-matters/living-expenses.html</p>
Arrival	<p>There is a train that runs directly from Schiphol Airport to Leiden Central station (about 20 minutes travel time) or the Hague Central Station (about 30 minutes). On arrival in Leiden, students should report to the Visitor Centre directly across from Leiden Central Station. On arrival in the Hague, students should report to the student desk located at Schouwburgstraat 2 (a 10-minute walk from the Central Station).</p>
International Student Network (ISN)	<p>Organizes cultural and social events to further academic, social and practical integration of international students in Leiden. To find out more about the International Student Network, go to http://www.facebook.com/StuderenInHetBuitenland#!/ISNLeiden, or to www.isnleiden.com.</p>
International Student Adviser	<p>Leiden University's International Student Adviser, Ms Jantien Delwel, can help students with all types of practical advice about their study and stay in Leiden. She will find answers for them or refer them to the right person. http://www.students.leiden.edu/your-study/guidance/practical-advice/practical-advice.html</p>
International Student Counsellor	<p>Our International Student Counsellor offers various workshops as well as private counselling sessions. http://students.leiden.edu/your-study/guidance/coaching/counselling-international-students.html</p>
International student support services	<p>For information about other types of support services available to international students, please see http://www.students.leiden.edu/your-study/guidance/</p>
Emergency number	<p>From NL: 071 527 66 66 From abroad: +31 71 527 66 66</p>



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ACADEMIC

Academic calendar	http://www.students.leiden.edu/your-study/education/academic-calendar.html	
Recommended arrival dates	1st semester:	16 August 2014
	2nd semester:	16 January 2015
Semester dates	1st semester, from / to:	1 September 2014 – 30 January 2015 (exams: late Dec & Jan)
	2nd semester, from / to:	2 February – 28 June 2015 (exams: May & June)
Orientation Week	1st semester:	25-29 August 2014 (five days). Fee €65. Participation obligatory.
	2nd semester:	27-30 January 2015 (four days). Fee € 40. Participation obligatory.
Courses available to non-degree students	Please see our e-Prospectus www.prospectivestudents.leiden.edu/study-abroad-exchange/programmes/ .	
Languages of instruction	English and Dutch. See e-Prospectus (link above) for information on course content and language.	
Credit system used	ECTS. Most courses carry a load of 5 or 10 ECTS credits.	
Standard course load	20-30 ECTS per semester for non-degree students. 30 ECTS is the standard full-time load for Dutch students. 1 ECTS equals 28 hrs of study, including contact hours and self study.	
Language courses	Language courses are not available as regular exchange programme courses. Our Academic Language Centre offers language courses for a fee. http://hum.leiden.edu/languagecentre/	
Course registration	Course approval occurs at the time of admission to the exchange program. Finalizing registration in our online registration system occurs prior to the start of the semester. The process for confirming registration differs per faculty; students will receive further instructions close to the start of the semester. Questions regarding course registration after arrival should be directed to the Academic Co-ordinator at the faculty responsible for the course a student wishes to take. www.prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/after-admission/academic-coordinators.html	
Examinations	Many exams for courses in English available to foreign exchange students are held so that students may return home by the end of December. There is, however, no guarantee that this will be possible.	
Transcript issuance	For Fall students: mid-February to mid-March For Spring and Full-Year students: mid-June to end of August Please note that this is an indication only, unfortunately we are unable to give a guarantee with respect to transcript issuance dates.	