Erasmus+ Programme

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

Inter-institutional[1] agreement 2018-2020/2021

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 *International Relations and Mobility Office* 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: Prof. Angela Nuovo Angela.nuovo@uniud.it	http://www.uniud.it/international-area/incoming-mobility general course catalogue: https://next.uniud.it/it/didattica courses held in english: http://www.uniud.it/international-area

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[2] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Universidad Complutense de Madrid	E MADRID03	Dr. Nieves Sánchez **Bilateral Agreements** Oficina Erasmus Edificio de Estudiantes Avda. Complutense, s/n Ciudad Universitaria 28040 Madrid España rrinter@ucm.es **Departamental Coordinator:** Esther Burgos Bordonau Vicedecana de Estudiantes y Biblioteca Facultad de Ciencias de la Documentación Universidad Complutense de Madrid c/ Santísima Trinidad, 37 28010 Madrid Tfno: 91.394.66.63 eburgos@ucm.es	http://www.ucm.es

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, 1st , 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I UDINE01	E MADRID03	0322 -	Library, information and archival studies	1st, 2nd	1 x3 months	
		0322 -	Library, information and archival studies	3rd	1 x 6 months	----
E MADRID03	I UDINE01	0322 -	Library, information and	1st, 2nd	1 x4 months	----

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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)

		0322 -	Library, information and archival studies	3rd	1 x 6 months	----

[*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.]

** ISCED codes and Subject areas are availbale at:
http://193.43.17.42/lkmw_file/LLP/erasmus/Moduli%20Mobilita/Erasmus_Isced_agg.pdf

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I UDINE01	E MADRID03	0322 -	Library, information and archival studies	1X 5 DAYS	
E MADRID03	I UDINE01	0322 -	Library, information and archival studies	1 X 5 DAYS	

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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English	B1	B2
E MADRID03		Spanish		B1 C1 for Master	B2

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

The selection criteria for students and staff are regulated by the sending University; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving Institution according to the regulations of the Educational, Audiovisual & Cultural Executive Agency (EACEA) and National Agencies.

The Institutions have infrastructures to welcome students and staff with disabilities.

E MADRID03:

- *The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection.*

- *Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid.* http://www.ucm.es/discapacidad *or* https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-

- *Staff Mobility for Training and for Teaching: Complutense University welcomes applications from foreign Staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accept a staff visitor. Applications must be sent to* rrinter@ucm.es *at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during Summer (i.e. July-August) in the Academic year.*

- *Master level students (2 nd cycle) must in general have passed 240 ECTS credits. However, some Master students having passed only 180 ECTS may be accepted in Master level courses if their background is solid and approved by the master's coordinator. Students will provide the following documents to the International Relations office of corresponding Faculty/School: CV, transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator.*

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[4] 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

- Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability

- PhD students need to send a master certificate to the International Relations office of corresponding Faculty/School. . PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

- It is **not possible** for student to hand-in their final MA/PhD Thesis at the host institution. **Final theses need to be graded by the home institution.**

- Full time credit load at each UCM: Students will be awarded ECTS credits when they have passed the assessments corresponding to the courses to which ECTS credits are allocated.
    - 1 full academic year= 60 credits
    - 1 semester= 30 credits
    - 1 term/ trimester= 15 credits

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)
E MADRID03	https://www.ucm.es/plazos-deadlines-erasmus Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)	

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution upon the student's departure or, in any case, no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2014 will only take effect as of 1 September 2014+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information

1. Grading systems of the institutions

The receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[5]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I UDINE01		http://www.uniud.it/it/didattica/area-servizi-studenti/servizi-studenti/outgoing-mobility/ects-e-la-distribuzione-statistica-dei-voti
E MADRID03	rrinter@ucm.es	*Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay.* *For details please visit:* *https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante*

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
E MADRID03	rrinter@ucm.es	*Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The*

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[5] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

		type of permit depends on the length and purpose of the stay. *For details please visit:* *https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante*

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	***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.	
E MADRID03	Health insurance is obliged. **EU-inhabitants**: European Health Insurance Card (= blue card) **Non-EU**: a copy of your application for health insurance in Spain **Traineeships**: A **civil liability** insurance is **mandatory**	http://europa.eu/youreurope/citizens/health/index_en.htm

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/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
E MADRID03		http://www.ucm.es/housing

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	23.10.17	
E MADRID03	Prof. Isabel Durán Vicerrectora de Relaciones Internacionales TEL:+34 91 394 6957 FAX:+34 91 394 6956	17/10/17	

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[6] Scanned signatures are accepted