

Erasmus+ Programme
Key Action 1
Mobility for learners and staff
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2021
between programme countries
Minimum requirements

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 | Erasmus code | Contact details (email, phone) | Website |
|--|--------------|---|---|
| Université Paris-Est Marne-la-Vallée | F PARIS225 | Administrative Contact : Ms. Irina SIMION Head of International Office Tel : +33 1 95 60 70 25 Irina.Simion@u-pem.fr Mr Thierry BERKOVER Vice President Deputy International Relations Tel : +33 1 95 60 74 40 Thierry.Berkover@u-pem.fr 5 boulevard Descartes – Champs-sur-Marne 77454 Marne-la-Vallée Cedex 2 FRANCE | General Information : http://www.u-pem.fr/ Courses catalogue : http://www.u-pem.fr/formations/ ¹ |
| UNIVERSITY OF UDINE International Relations and Mobility Office v. Palladio, 8 | I UDINE01 | Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements | http://www.uniud.it/international-area/incoming-mobility |

¹ Erasmus students may choose from either "Les Formations Licence" or "Les Formations Master". Click on the link for the "formation", and the list of courses appear under the tab "Enseignements". (Note: ERASMUS students cannot choose classes from "Les Formations Licence professionnelle").

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|----------------------|--|--|
| 33100 UDINE ITALY | <p>Fax +39-0432-556229 phone: +39-0432-556221</p> <p>International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497</p> <p>ACADEMIC CONTACTS: Prof. Orcalli A.(musicology) angelo.orcalli@uniud.it</p> <p>Prof. Harris N. (Library) Neil.Harris@uniud.it</p> <p>Prof. Quaresima L. (Audio-visual techniques) leonardo.quaresima@uniud.it</p> | <p>general course catalogue: http://www.uniud.it/didattica/facolta</p> <p>courses held in english: http://www.uniud.it/international-area</p> |
|----------------------|--|--|

B. Mobility numbers 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 | TO | Subject area code | Subject area name | Study cycle (1 st , 2 nd or 3 rd) | Number of student mobility periods | |
|------------|-----------|-------------------|--|--|--|---|
| | | | | | Student Mobility for Studies <i>Number of students x number of months</i> | Student Mobility for Traineeships <i>Number of students x number of months</i> |
| F PARIS225 | I UDINE01 | 212 | Music and musicology | 1 st , 2 nd | 2 x 10 = 20 months | |
| | | 322 | Library, information, archive | 1 st , 2 nd | 2 x 10 = 20 months | |
| | | 213 | Audio-visual techniques and media production | 1 st , 2 nd | 2 x 10 = 20 months | |

| | | | | | |
|-----------|------------|-----|--|-----------------------------------|--------------------|
| I UDINE01 | F PARIS225 | 212 | Music and musicology | 1 st , 2 nd | 2 x 10 = 20 months |
| | | 322 | Library, information, archive | 1 st , 2 nd | 2 x 10 = 20 months |
| | | 213 | Audio-visual techniques and media production | 1 st , 2 nd | 2 x 10 = 20 months |

| FROM | TO | Subject area code | Subject area name | Number of staff mobility periods | |
|------------|------------|-------------------|-------------------|---|---|
| | | | | Staff Mobility for Teaching <i>Number of staff x number of weeks</i> | Staff Mobility for Training <i>Number of staff x number of weeks</i> |
| F PARIS225 | I UDINE01 | TBD | To be determined | TBD | TBD |
| I UDINE01 | F PARIS225 | TBD | To be determined | TBD | TBD |

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 | Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level | |
|-----------------------|--------------|---------------------------|---------------------------|---|-----------------------------|
| | | | | Student Mobility for Studies | Staff Mobility for Teaching |
| F PARIS225 | 582 | French | | B1 * <i>*Exception : Tourisme, French Studies, Political Sciences and Economics : level B2</i> | B2 |
| I UDINE01 | | italian | English or French | B1 Italian | |

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

F. PARIS 225:

- Integration of mobile students : University French Autumn Course, French language courses during the academic year:
<http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/informations-utiles/cours-de-francais/>
- Disabled students:
<http://www.u-pem.fr/vie-du-campus/vie-etudiante/informations-sante-sociale-handicap/#c3773>

I UDINE01

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/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/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](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)

E. Calendar

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

| Receiving institution | Autumn term (month) | Spring term (month) |
|-----------------------|--|---|
| F PARIS225 | 15 May (nominations) 30 May (application forms) | 1 November (nominations) 15 November (application forms) |
| I UDINE01 | 15 May (nomination letter) | 30 September (nomination letter) |

- **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.

2. The receiving institution will send its decision within 5 weeks
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
In the event of early 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 June 20XX will only take effect as of 1 September 20XX+1. 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

F PARIS 225: <http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/etudiants-des-universites-europeennes/>

I UDINE01

| 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 |

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 | Contact details | Website for information |
|--------------------|--|---|
| F PARIS225 | international@u-pem.fr | http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/etudiants-des-universites-europeennes/ |
| I UDINE01 | | http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng |

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 | Contact details | Website for information |
|-------------|--|--|
| F PARIS225 | international@u-pem.fr | http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/etudiants-des-universites-europeennes/ |
| I UDINE01 | | <p>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.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p> |


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 | Contact details | Website for information |
|-------------|--|---|
| F PARIS225 | international@u-pem.fr | http://www.u-pem.fr/international/etudes-a-lupemlv-entrants/informations-utiles/logement/ |
| I UDINE01 | | http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng |

G. Signatures of the institutions (legal representatives)

| Institution | Name, function | Date | Signature ² and Official Stamp |
|-------------|--|----------|--|
| F PARIS225 | Gilles ROUSSEL President | | <p>Pour le Président et par délégation, le Vice-Président Enseignement et Professionnalisation de l'Université Paris-Est Marne-la-Vallée Frédéric TOUMAZET</p> |
| I UDINE01 | Vice Rector for International Mobility prof. M. Ballerini | 20/01/14 | <p>Maurice Ballerini</p>  |

² Scanned signatures are accepted