



European Commission



University of Udine

# Erasmus + Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2020<sup>2</sup>

### between programme countries

### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <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	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Ludwig-Maximilians-Universität München	D MUNCHEN01	Institutional Coordinator: Jean Schleiss, International Office, Geschwister-Scholl-Platz 1, tel: +49 89 2180 3807, Fax: +49 89 2180 3136, e-mail: jean.schleiss@lmu.de	
	I UDINE01	<b>Professor/departmental coordinator:</b> Giuseppina PERUSINI giuseppina.perusini@uniud.it DIBE - DIPARTIMENTO DI STORIA E TUTELA DEI BENI CULTURALI	
	D MUNCHEN01	Departmental Coordinator: Prof. Dr. Ulrich Söding, Institut für Kunstgeschichte, Zentnerstr. 31, 80798 München, Tel: +49 89 2180 3706, Fax: +49 89 2180 5316, e-mail: ulrich.soeding@lrz.uni-muenchen.de	

## B. Student Mobility numbers<sup>5</sup> 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 <sup>st</sup> cycle or undergraduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D MUNCHEN01	227 History of art	X	X	X	1	6
D MUNCHEN01	I UDINE01	227 History of art	X	X	X	1	6

<sup>5</sup> 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>)

### 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	D MUNCHEN01	227	History of art	To be defined	1
D MUNCHEN01	I UDINE01	227	History of art	tbd	1

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian		A1	
D MUNCHEN01		German		B1	tbd

- 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 D MUNCHEN01 see annex

### E. Additional requirements

<sup>6</sup> 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>

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:

- <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>

*[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.]*

For D MUNCHEN01 see annex

## 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)
D MUNCHEN01	See annex	See annex

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.). For D MUNCHEN01 see annex

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto: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. For D MUNCHEN01 see annex

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. For D MUNCHEN01 see annex

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	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>
D MUNCHEN01	See annex

### 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		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>
D MUNCHEN01	Erasmus-incoming@lmu.de	<a href="http://www.lmu.de/en/international/incoming">www.lmu.de/en/international/incoming</a> >living in Munich>visa

### 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.

For D MUNCHEN01: [www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) >living in Munich>health insurance

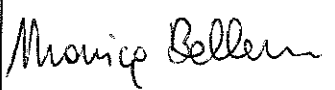


#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

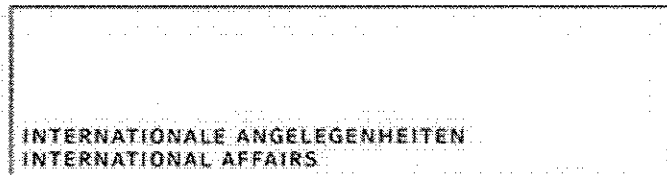
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
D MUNCHEN01	Christine.kern@lmu.de	<a href="http://www.lmu.de/en/international/incoming">www.lmu.de/en/international/incoming</a> >living in Munich>accommodatiojn

#### H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	16/12/13		
D MUNCHEN01	Jean Schleiss Institutional Coordinator	13.12.13	Jean Schleiss 	

<sup>7</sup> Scanned signatures are accepted



## Erasmus+ at LMU

# Annex for Inter-Institutional Agreements

*The annex is an integral part of the Inter-Institutional Agreement. The Inter-Institutional Agreement is only valid on condition that both parties hold the Erasmus Charter for Higher Education.*

### Institution Details

<b>Name of Institution</b>	Ludwig-Maximilians-Universität (LMU)
<b>Erasmus ID Code</b>	D MUNCHEN01
<b>Postal Address</b>	International Affairs Geschwister-Scholl-Platz 1 80539 München Germany
<b>Visiting Address</b>	Ludwigstraße 27, room G007, 80539 München
<b>Website</b>	<a href="http://www.lmu.de/en/international/incoming">www.lmu.de/en/international/incoming</a>

### Erasmus Contacts

<b>Erasmus Inter-Institutional Agreements Coordinator</b>	Jean Schleiss Phone: +49 89 2180 - 3807; Fax: +49 89 2180 - 3136 <a href="mailto:jean.schleiss@lmu.de">jean.schleiss@lmu.de</a>
<b>Incoming Students</b>	Claudia Gebhard and Catherine Ubl Phone: +49 89 2180 - 2799 <a href="mailto:erasmus-incoming@lmu.de">erasmus-incoming@lmu.de</a>
<b>Outgoing Students</b>	Ms Claudia Wernthaler Phone: +49 89 2180 - 3795; Fax: +49 89 2180 - 3136 <a href="mailto:claudia.wernthaler@lmu.de">claudia.wernthaler@lmu.de</a>

### Nomination of Exchange Students

We ask partner universities to nominate exchange students to [erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de) no later than:

Winter Semester: May 15

Summer Semester: November 15

### Application and Registration Procedures

#### Application

After completing the online application at our website, students should print out the form and have it signed by the relevant coordinator at the home university. The application should then be sent with all supporting documents to the LMU International Office.

#### Application Deadlines

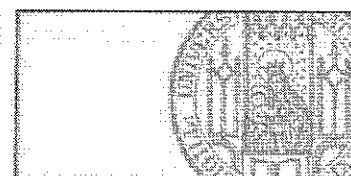
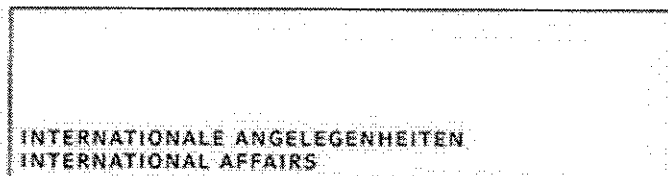
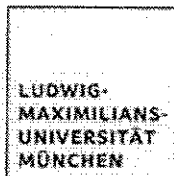
Winter Semester: June 15

Summer Semester: December 15

#### Registration

Registration of new Erasmus incoming students usually takes place in October and April respectively. Students are informed about registration dates in the official letter of acceptance (Zulassungsbescheid), which they will receive not later than 6 weeks after the application deadline.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Application and Admission



## Recommended Language Skills

As the language of instruction of most undergraduate courses is German, the recommended language of instruction level is generally B1 (according to the "Common European Framework of Reference for Languages") and for courses taught in English the minimum language requirement is generally B1.

For both German/English some faculties/departments require higher levels of proficiency:  
[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Application and Admission > Language Requirements

### Language Courses

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > Language Courses

## Additional Requirements

### Choosing courses outside the subject area defined in the Inter-Institutional Agreement

With some restrictions, exchange students may take courses outside the subject area of the Inter-Institutional Agreement on condition that they have previous knowledge in that subject area. However, places cannot be guaranteed to students in subject areas which are not defined in the Inter-Institutional Agreement.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Studying at LMU > Choosing Courses

### Welcome Day

At the beginning of each semester LMU organises a Welcome Day. Erasmus students are also informed about orientation sessions which are offered in the faculties/departments.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Welcome Day

### Buddy Program

As well as many social programs, LMU has a buddy program which exchange students are encouraged to join.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > International Student Life

### Students with special needs / Students with children

To find out about on the kind of facilities available at LMU before going abroad, students should contact the LMU Erasmus-Incoming-Team directly ([erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de)).

[www.uni-muenchen.de/barrierefrei](http://www.uni-muenchen.de/barrierefrei)

[www.uni-muenchen.de/studierenmitkind](http://www.uni-muenchen.de/studierenmitkind)

## Studying at LMU Munich

### Academic Year

The academic year consists of two semesters – winter and summer.

The months of March, April, August, and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. Students should ask their departmental coordinators about the examination schedule.

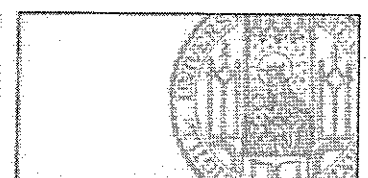
[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Studying at LMU > Academic Calendar

### Course Information

The up-to-date course catalogue is available only two months before the beginning of each semester. Before the catalogue goes online students may consult the faculty websites where there is often general information about choosing courses etc.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Studying at LMU > Choosing Courses





## Grading System

At LMU Munich credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). The recommended workload is 30 ECTS per semester. All coursework will be graded in accordance with the German grading system.

### General Grading System

< 1,00 exceptional (not given in all departments)  
1,00 – 1,50 very good (sehr gut)  
1,51 – 2,50 good (gut)  
2,51 – 3,50 satisfactory (befriedigend)  
3,51 – 4,00 sufficient (ausreichend)  
> 4,00 deficient (mangelhaft)

### Grading System for Law

16 – 18 points: very good (outstanding)  
13 – 15 points: good (well above average)  
10 – 12 points: fully satisfactory (above average)  
07 – 09 points: satisfactory (meets all normal requirements)  
04 – 06 points: sufficient (meets requirements, some weakness)  
01 – 03 points: deficient (considerable weakness, unacceptable)  
0 points: inadequate/unsatisfactory (wholly unacceptable)

## Transcript of Records

Every effort will be made to issue transcripts of records 5 weeks after the assessment period at LMU has finished. As each department/faculty has different regulations, it may not always be possible to adhere to this deadline.

## General Information

### Accommodation

The "Studentenwerk" is responsible for providing accommodation for Erasmus students. The allocation of rooms in student residences run by the Studentenwerk is, however, coordinated at the International Office.  
Contact person: [christine.kern@lmu.de](mailto:christine.kern@lmu.de)

Accommodation cannot be guaranteed to all Erasmus students. The International Office will however provide information and assistance to incoming students according to the requirements of the Erasmus Charter for Higher Education.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > Accommodation

### VISA

Depending on the country of origin, there are different entry and residence regulations for students.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Downloads > Exchange Student Guide

### Insurance

Adequate health insurance is obligatory for all exchange students. There are different regulations depending on the students' country of origin. Detailed information can be found at:

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > Health Insurance

LMU also strongly recommends an accident, personal and third party liability insurance for the duration of stay in Germany.

## Exchange Student Guide

Detailed information about all points mentioned above and other useful information can be found at:

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Downloads > Exchange Student Guide