



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 2018-2021<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 (eg. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01  PIC-Number 999899281	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>  general course catalogue: <a href="https://www.uniud.it/en/education/offer">https://www.uniud.it/en/education/offer</a>  courses held in english: <a href="https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</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.

Código Seguro de verificación:REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
 Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID		FECHA	04/04/2018
ID. FIRMA	firma.upo.es	REzriwgh9ZFsyD6bIVZzw==	PÁGINA	1/8



REzriwgh9ZFsyD6bIVZzw==

	<b>I UDINE01</b>	<b>Academic contact:</b> prof. Giuseppina Perusini giuseppina.perusini@uniud.it	
Universidad Pablo de Olavide	E SEVILLA03	<b>Institutional Coordinator/Head of International Office:</b> Miguel A. Herrera Sánchez. Carretera de Utrera Km 1 41013 Sevilla, Spain. Tel: +34954349398 - +34954349372 Fax: +34954349304 email: <a href="mailto:erasmus@upo.es">erasmus@upo.es</a>	<a href="http://www.upo.es">www.upo.es</a> Incoming students: <a href="http://www.upo.es/aric/estudiantes_ext/index.jsp">http://www.upo.es/aric/estudiantes_ext/index.jsp</a>

### 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 students	Duration of stay for each student [number of months]
I UDINE01	E SEVILLA03	0219 History of Art (Master universitario en arte, museos y gestión del patrimonio histórico)	X	X		3	6
		0220 Humanities				2	10
E SEVILLA03	I UDINE01	0219 History of Art		X		3	6
		0220 Humanities	X			2	10

### C. Teaching Staff Mobility per academic year

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

<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>)

Código Seguro de verificación: REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID		FECHA	04/04/2018
ID. FIRMA	firma.upo.es	REzriwgh9ZFsyD6bIVZzw==	PÁGINA	2/8



REzriwgh9ZFsyD6bIVZzw==

[Erasmus code of the sending Institution]	[Erasmus code of the receiving Institution]	* [ISCED]	* [ISCED]	Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	E SEVILLA03		0219 History of Art	To be defined	Min 8 ore per settimana, in genere 1 settimana ( max 2 settimane)
E SEVILLA03	I UDINE01		0219 History of Art	To be defined	

#### 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		B1	
E SEVILLA03		Spanish		B1-B2 A certification will not be generally required*	B2 A certification will not be generally required

**-At the University of Udine:** Courses held in English ARE offered within some DEGREE courses. A full list is consultable on our website: [https://www.uniud.it/en/uniud-international?set\\_language=en](https://www.uniud.it/en/uniud-international?set_language=en)

<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>

Código Seguro de verificación:REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID	FECHA	04/04/2018
ID. FIRMA	firma.upo.es	PÁGINA	3/8



REzriwgh9ZFsyD6bIVZzw==

## E. Additional requirements

### At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by Italian exchange students can be given or sent directly to them OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement and any changes made to the original Learning Agreement have to be given to the Italian student who will submit them to the approval of the academic coordinator.

Incoming Erasmus students/partner universities can check the information about extension of the study period and changes to the original Learning Agreement on the website of I UDINE01:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

*[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.]*

### **E SEVILLA03:**

The Pablo de Olavide University organizes a welcome week for international students in which the "incoming team" of the International Relations Office gives all the necessary documents (Student card, a map of the city, list of activities...) in different informative meetings. Also we send them a link where they can see the International student guide with all information relating to accommodation, courses, timetable, cost of life:

[http://www.upo.es/aric/estudiantes\\_ext/index.jsp](http://www.upo.es/aric/estudiantes_ext/index.jsp)

A tutor programme is offered for all international students for having a better start of their academic year (Spanish students help them to find courses, looking for accommodation). Besides the international students can participate in cultural activities and they go with their tutor.

Intensive Spanish Course: There will be a free 50 hour course at the beginning of the academic year, for beginners ONLY (level A1). This course will last the whole semester and at the end of the course, if you achieve all the objectives, you receive 5 E.C.T.S. credits.

In the campus there is a service unit for disable student/staff. They provide of assistance and information. The contact person is: Juan Vázquez Garrido. Carretera de Utrera km 1. 41013 Sevilla. Email: [jvazgar@admon.upo.es](mailto:jvazgar@admon.upo.es). Tel: +34 954-97-73-99.

## 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
<b>I UDINE01</b>	15 May (nomination)	30 September (nomination)
<b>E SEVILLA03</b>	Nomination deadline: 30 <sup>th</sup> April  Application Deadline: 30 <sup>th</sup> May	

4

Código Seguro de verificación:REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID	FECHA	04/04/2018
ID. FIRMA	firma.upo.es	PÁGINA	4/8

  
REzriwgh9ZFsyD6bIVZzw==

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto:iss@uniud.it)). **I UDINE01** cannot guarantee the acceptance of any other nomination modality by partner Universities (such as online nominations etc...).

- **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.

- Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.

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 1st October of the following new academic year.

2. **E SEVILLA03:** The application procedure will be online via the following link: [http://www.upo.es/erasmus\\_incoming/](http://www.upo.es/erasmus_incoming/). The student will be informed upon nomination from the partner institution.

- The students must fill out all the details and click on "Registrar solicitud/send".

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 or changes in the data set above should be made by written notification before **October 1<sup>st</sup> for the following academic year**. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## G. Information

### 1. Grading systems of the institutions

The link to our webpage is

[Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>

Código Seguro de verificación:REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID	FECHA	04/04/2018	
ID. FIRMA	firma.upo.es	REzriwgh9ZFsyD6bIVZzw==	PÁGINA	5/8



REzriwgh9ZFsyD6bIVZzw==

## E SEVILLA03:

### INFORMATION ABOUT THE EUROPEAN CREDIT TRANSFER SYSTEM

#### 1. - ECTS

##### ECTS

##### grade

% of students that usually get that grade

##### Definition

A	10	EXCELLENT - Wonderful result with little mistakes
B	25	VERY GOOD- Over the average but with some mistakes
C	30	GOOD - Correct work in general terms but with certain number of mistakes
D	25	SATISFACTORY - Correct but with significant lacks
E	10	SUFFICIENT -The results satisfy the minimal criteria.
F, FX		FAIL - Slightly more of work is needed to overcome the subject

#### 2. - Equivalences between the ECTS System and the system used in the Universidad Pablo de Olavide.

MATRICULA DE HONORIO*		A*
SOBRESALIENTE	9- 10	A
NOTABLE	7-8,9 C (7-7,9)	B (8-8,9)
APROBADO	5-6,9 E (5-5,9)	D (6-6,9)
SUSPENSO	0-4,9 F (0-2,9)	FX (3-4,9)

#### 5. - ECTS Credits

Full year	60 ECTS credits
1 semester	30 ECTS credits

\*MATRÍCULA DE HONOR: Special mention given by the professor's own initiative to the most successful students in the course.

#### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobility participants, according to the requirements of the Erasmus Charter for Higher Education.

Código Seguro de verificación:REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID	FECHA	04/04/2018
ID. FIRMA	firma.upo.es	REzriwgh9ZFsyD6bIVZzw==	PÁGINA 6/8



REzriwgh9ZFsyD6bIVZzw==

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="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
E SEVILLA03	<a href="mailto:erasmus@upo.es">erasmus@upo.es</a> +34 954 34 93 98 +34 954 34 93 72	Non EU-students willing to stay longer than three months must apply for the corresponding visa at the Spanish Consulate:  <a href="http://www.interior.gob.es/es/web/servicios-al-ciudadano/extranjeria/regimen-general/entrada-requisitos-y-condiciones">http://www.interior.gob.es/es/web/servicios-al-ciudadano/extranjeria/regimen-general/entrada-requisitos-y-condiciones</a>

### 3. Insurance

**At the University of Udine:** Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period.

EU students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

#### E SEVILLA03

We strongly advise students to have a health insurance policy as well as a third part damage insurance which may be used in Spain.

All students from the European Union must fill in the E-111 or E-128 form.

Students must ask about this form in their country, since it will allow them to use Spanish Social Security Services if needed. Other insurance for luggage loss or theft may also be useful.

### 4. Housing

The receiving institution will guide incoming mobility 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="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
E SEVILLA03	<a href="mailto:erasmus@upo.es">erasmus@upo.es</a> +34 954 34 9398 +34 954 34 9372	An accommodation service is not provided. Students will receive further information on how to find accommodation in the information package ( <a href="https://www.upo.es/aric/foreign-students/">https://www.upo.es/aric/foreign-students/</a> ) as well as on our facebook profile: Incoming UPO.

7



Código Seguro de verificación:REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID	FECHA	04/04/2018
ID. FIRMA	firma.upo.es	PÁGINA	7/8



REzriwgh9ZFsyD6bIVZzw==

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	25.01.18		
E SEVILLA03	El Rector Fdo.: Por deleg. Res. Rectoral 08/06/2016 Isabel Victoria Lucena Cid Vicerrectora de Internacionalización			

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

Código Seguro de verificación:REzriwgh9ZFsyD6bIVZzw==. Permite la verificación de la integridad de una copia de este documento electrónico en la dirección: <https://portafirmas.upo.es/verificarfirma>  
Este documento incorpora firma electrónica reconocida de acuerdo a la Ley 59/2003, de 19 de diciembre, de firma electrónica.

FIRMADO POR	ISABEL VICTORIA LUCENA CID	FECHA	04/04/2018
ID. FIRMA	firma.upo.es	PÁGINA	8/8



REzriwgh9ZFsyD6bIVZzw==