



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 2019-2021<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	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="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.

	<b>I UDINE01</b>	<b>Academic contact:</b> Giuseppina Perusini  giuseppina.perusini@uniud.it	
University of Ljubljana Kongresni trg 12 1000 Ljubljana  Faculty of Arts Aškerčeva 2 1000 Ljubljana	SI LJUBLJA01	<b>University of Ljubljana:</b> <b>Incoming:</b> intern.office@uni-lj.si Tel: 00 3861 2418592 <b>Faculty coordinator:</b> Name: Tjaša Ribizel Tel: +386 1 241 1044 E-mail: internationaloffice@ff.uni-lj.si <b>Art History Department coordinator:</b> Name: Assist. prof. Dr. Nataša Kavčič Tel: +386 1 241 1214 E-mail: natasa.kavcic@ff.uni-lj.si	<a href="http://www.uni-lj.si/">http://www.uni-lj.si/</a>  <a href="http://www.ff.uni-lj.si/">http://www.ff.uni-lj.si/</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]
<b>I UDINE01</b>	SI LJUBLJA01	Art History 03.6 227	1 ciclo: corso di laurea	2 ciclo: laurea magistrale	dottorato	1	6
SI LJUBLJA01	<b>I UDINE01</b>	Art History 03.6 227	1 <sup>st</sup> cycle	2 <sup>nd</sup> cycle	Phd cycle	1	6

#### C. Teaching Staff Mobility per academic year

<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>)

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	SI LJUBLJA01		Storia dell'arte moderna  Storia del restauro e delle tecniche artistiche	1	Min 8 ore per settimana, in genere 1 settimana ( max 2 settimane)
SI LJUBLJA01	I UDINE01	03.6  227	Art History	1	Max. 2 weeks, 8 teaching hours per week

#### 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		Lingua 1 usata nei corsi  Italiano B1	Lingua 2 usata nei corsi  Inglese B1	Livello linguistico consigliato agli studenti in ingresso  Italiano B1	
SI LJUBLJA01		Slovene	English	English B2	

**-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>

## 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.]*

## 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)	30 September (nomination)
SI LJUBLJA01	15 May	15 November

- **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.

## G. Information

### 1. Grading systems of the institutions

The link to our webpage is

[Erasmus code]	WEB PAGE
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<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>
<b>SI LJUBLJA01</b>	<a href="http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx">http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx</a>

## **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.

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

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>I UDINE01</b>		<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
<b>SI LJUBLJA01</b>	<i>Incoming:</i> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/">http://www.uni-lj.si/international_cooperation_and_exchange/</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.

**At the University of Ljubljana:** Information available on [http://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/](http://www.uni-lj.si/international_cooperation_and_exchange/)

## **4. Housing**

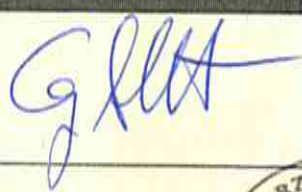



The receiving institution will guide incoming mobility participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>I UDINE01</b>		<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
<b>SI LJUBLJA01</b>	<i>Incoming:</i> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>	<a href="http://www.uni-">http://www.uni-</a>

	Tel: 00 3861 2418592	lj.si/international_cooperation_and_exchange/
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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. <i>Giorgio ALBERTI</i>	6/11/19		
SI LJUBLJA01	Prof. Dr. Roman Kuhar Dean	13 November 2018		

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