



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 PIC-Number 999899281	I UDINE01	<u>Claudia.schileo@uniud.it</u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service: <u>iss@uniud.it</u> Incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	Homepage for Incoming Students: <u><a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students</a></u> General course catalogue: <u><a href="http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso">http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso</a></u> Courses held in English:

<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.

			<a href="http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a>
	I UDINE01	Academic contact: Dr. Gianpaolo TREVISAN <a href="mailto:gianpaolo.trevisan@uniud.it">gianpaolo.trevisan@uniud.it</a>  DIUM - DIPARTIMENTO DI STUDI UMANISTICI E DEL PATRIMONIO CULTURALE	
Otto-Friedrich-Universität Bamberg	D BAMBERG01	Dr. Andreas Weihe, Institutional Coordinator Phone: +49 951 863 1048 E-mail: <a href="mailto:andreas.weihe@uni-bamberg.de">andreas.weihe@uni-bamberg.de</a>	Please see fact sheet → B. Educational Information

### 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 BAMBERG01	0213 - Fine arts	X	X	X	2	6
D BAMBERG01	I UDINE01	0213 - Fine arts	X	X	X	2	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]	Subj ect area code * [ISCED]	Subjec t area name*	Number of staff mobility periods	
				Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 5)
I UDINE01	D BAMBERG01	0213	Fine arts	To be defined	1 week /8 hours
D BAMBERG01	I UDINE01	0213	Fine arts	To be defined	1 week /8 hours

### 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	A1
D BAMBERG01	please see information sheet → C. Application				

- University of Udine: courses held in English can be offered within some study courses. The student can check the list on our web-site: <https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

### E. Additional requirements

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.

<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 incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site:

- [https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period?set\\_language=en](https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period?set_language=en)
- [https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement?set\\_language=en](https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement?set_language=en)

**Otto-Friedrich-Universität:**

Due to its infrastructure, Bamberg is unfortunately not suitable for special needs students/staff.

**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 BAMBERG01	please see information sheet → C. Application	

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.).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto:iss@uniud.it)). I UDINE01 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.

D BAMBERG01 will send its decision within 4 weeks.

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.

A Transcript of Records will be issued by D BAMBERG01 no later than 5 weeks after the assessment period has finished at the receiving HEI.

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

Institution [Erasmus code]	
I UDINE01	30 is the best grade, 18 is the lowest passing grade. ECTS Grading Scale: <a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>
D BAMBERG01	1,0 to 1,5 = very good; 1,5 to 2,5 = good; 2,5 to 3,5 = satisfactory; 3,5 to 4,0 = sufficient (lowest passing grade)

### 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.welcomeoffice.fvg.it/">http://www.welcomeoffice.fvg.it/</a> <a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students</a>
D BAMBERG01	please see information sheet → A. General Information	

### 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.



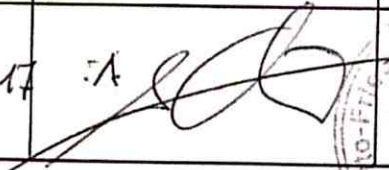
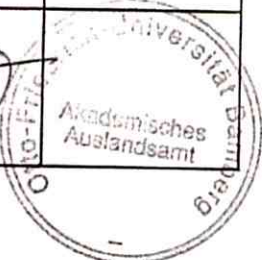
### 4. Housing

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/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine">http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine</a>
D BAMBERG01	please see information sheet → A. General Information	

#### H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. R. Vermiglio Vice rector for International Mobility	23/10/17		
D BAMBERG01	Dr. Andreas Weihe, Institutional Coordinator	31.10.17		

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



## B. Educational Information

<b>Language(s) of Instruction</b>	Mostly German, some courses are available in English
<b>Lecture Period</b>	Winter semester: early October – end of February Summer semester: early April – end of July <a href="https://www.uni-bamberg.de/studium/im-studium/studienorganisation/vorlesungszeiten/">https://www.uni-bamberg.de/studium/im-studium/studienorganisation/vorlesungszeiten/</a>
<b>Exam Sessions</b>	Winter semester: usually February – March Summer semester: usually July – August
<b>Course Registration</b>	Online course registration will be done once students have arrived & enrolled in Bamberg
<b>Course Information &amp; Descriptions; courses available for exchange students in English</b>	Course catalogue: <a href="https://univis.uni-bamberg.de/">https://univis.uni-bamberg.de/</a>  ECTS guide & English courses: <a href="https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/">https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/</a> → “Download-Bereich” (website in German) <a href="https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/">https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/</a> → “Informational Downloads” (website in English)  Note: Exchange students can select courses from all faculties
<b>Grading System</b>	1.0 is the best grade, 4.0 is the lowest passing grade

## C. Application

Deadline	for entry in winter	for entry in summer
<b>Nomination Deadline</b> for partner institutions to send their nominations	April 15	October 15
<b>Application Deadline</b> for students to send in their documents	May 15	December 1

<b>General Academic Requirements for Admission</b>	Two semesters of prior university education
<b>Application Procedure for Exchange Students after Home University’s Nomination</b>	Students will receive the link to the Online Application after being nominated by their home institution.
<b>Language Proficiency</b>	Expected is a language level of at least B1 in either German or English. Recommended is a minimum level of B2 in either language, however.



## D. Practical Information for Exchange Students

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<b>Housing Information</b>	The International Office offers housing in several student dormitories. Rent amounts up to €350 (including additional charges) per month.
<b>Average Cost of Living</b>	avg. €700 per month total (incl. rent)
<b>Preparatory Course for Exchange Students</b>	Three-week preparatory course (6 ECTS): includes 60 hrs of intensive German on different levels; orientation program, excursions & other activities; cost: €250; starts ca. early September, resp. early March
<b>Music</b>	<a href="https://www.uni-bamberg.de/musikpaed/ensembles">https://www.uni-bamberg.de/musikpaed/ensembles</a>
<b>Sports</b>	<a href="https://www.uni-bamberg.de/sportdidaktik/hochschulsport/">https://www.uni-bamberg.de/sportdidaktik/hochschulsport/</a>
<b>Useful Links</b>	<p>Brochure "Welcome! Information for International Students" and "Special Information for Exchange Students" as pdf-files: <a href="https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/wie-bewerbe-ich-mich/">https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/wie-bewerbe-ich-mich/</a> (website in German) → "Download-Bereich" <a href="https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/">https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/</a> (website in English) → "Informational Downloads"</p> <p>Faculty of Humanities Exchange Coordinator: <a href="https://www.uni-bamberg.de/guk/studium/erasmus/">https://www.uni-bamberg.de/guk/studium/erasmus/</a></p> <p>Faculty of Economics Exchange Coordinator: <a href="https://www.uni-bamberg.de/sowi/leistungen/studium/studium-international/">https://www.uni-bamberg.de/sowi/leistungen/studium/studium-international/</a></p> <p>Faculty of Information Systems and Applied Computer Sciences Coordinator: <a href="https://www.uni-bamberg.de/gdi/">https://www.uni-bamberg.de/gdi/</a></p> <p>Language Center: <a href="https://www.uni-bamberg.de/sz/">https://www.uni-bamberg.de/sz/</a></p> <p>Student website: <a href="http://my.feki.de">http://my.feki.de</a></p> <p>Tourist information: <a href="http://www.bamberg.info">http://www.bamberg.info</a></p>