



European Commission



University of Udine

Erasmus Studio Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2019-2021²

between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE <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	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/international-area
	I UDINE01	Professor/departmental coordinator: Maria BIDOVEC	

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		maria.bidovec@uniud.it DILL - DIPARTIMENTO DI LINGUE E LETTERATURE, COMUNICAZIONE, FORMAZIONE E SOCIETA'	
Univerza na Primorskem Universita del Litorale – UP (UNIVERSITY OF PRIMORSKA) Fakulteta za humanistične študije – FHŠ	SI KOPER03	Ms. Petra Zidar – Institutional Erasmus Coordinator UP, Department for International Relations, Titov trg 4, SI-6000 Koper, Slovenia. Tel.: +386 5 611 75 11, Fax: +386 5 611 75 30, e-mail: Erasmus@upr.si Ms. Valentina Bertok – Faculty Coordinator UP FHŠ, Titov trg 5, SI-6000 Koper, Slovenia. Tel: +386 5 663 77 60, Fax: +386 5 663 77 66. E-mail: valentina.bertok@fhs.upr.si	Erasmus@upr.si http://www.fhs.upr.si/

B. Student Mobility numbers⁵ 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 st cycle, or undergraduate]	Study cycle [2 nd cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Number of student mobility periods	Duration of stay for each students [number of months]
I UDINE01	SI KOPER03	222 foreign languages	x	x	x	2	5
SI KOPER03	I UDINE01	222 foreign languages	x	x	x	2	5

⁵ 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	SI KOPER03	222		To be defined	1
KOPER 03	I UDINE01	222		To be defined	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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English if required	B1	
KOPER 03		Slovene	English	English: B1	English: B2

- 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>

⁶ 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

I UDINE01

The original transcript of records 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>

KOPER 03

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact Erasmus Institutional Coordinator. The institution (SI KOPER03) welcomes 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 letter)	30 September (nomination letter)
SI KOPER03	31 May (nomination)/ 15 June (application)	31 October (nomination)/ 15 November (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...).

SI KOPER03 will send its decision within [4] weeks.

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to socrates@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.

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 SI KOPER03 no later than [4] weeks after the assessment period has finished at the receiving HEI. SI KOPER03 will send

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.

In the event of 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 September 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.

G. Information

1. Grading systems of the institutions

The link to our webpage is

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
SI KOPER03	

In the Slovenian Grading System, marks are graded from 0 to 10, with 6 being the minimum score required to pass:

Slovenian	ECTS grade	Definition
10 (Excellent)	A (Excellent)	Outstanding performance with only
9 (Very Good)	B (Very	Above the average standard but with
8 (Very Good)	C (Good)	Generally sound work with a number
7 (Good)	D	Fair but with significant shortcomings.
6 (Poor)	E (Sufficient)	Performance meets the minimum
5 - 1	F, FX (Fail)	Considerable further work is required.

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		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
SI KOPER03	see first page of this agreement - part A	www.upr.si (section International Relations)

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.

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: www.upr.si (section International Relations)



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		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
SI KOPER03	see first page of this agreement - part A	www.upr.si (section International Relations)

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. <i>R. Vermiglio</i> – Vice Rector International Mobility	<i>04/12/18</i>	<i>R. Vermiglio</i>	
SI KOPER03	By authorization No. 1143- 28/ 2017, z dne 8. 3. 2017 Prof. Dr. Irena Iazar, Dean	24.10.2018	<i>Irena Iazar</i>	

⁷ Scanned signatures are accepted