



FRIEDRICH-ALEXANDER
UNIVERSITÄT
ERLANGEN-NÜRNBERG



European Commission



University of Udine

Erasmus + Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2019-2020/21 between programme countries

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 (email, phone)	Website (e.g. 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: Prof. Silvia Contarini E-Mail: silvia.contarini@uniud.it	
Friedrich-Alexander- Universität Erlangen- Nürnberg	D ERLANGE01	Ms Blanca Köndgen Institutional Co-ordinator Incoming, Outgoing, Agreements: Team Erasmus Address: Schlossplatz 4, 91054	www.fau.eu/international

		Erlangen, Germany Tel.: 0049 9131 85 65166 E-Mail: erasmus@fau.de	
	D ERLANGE01	Prof. Dr. Christian Rivoletti Faculty of Humanities and Social Sciences Department Romance Languages Address: Bismarckstr. 1, 91054 Erlangen E-Mail: christian.rivoletti@fau.de	

B. Student Mobility numbers 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	TO	Subject area code	Study cycle 1	Study cycle 2	Study cycle 3	Number of student	Duration of stay for each student
I UDINE01	D ERLANGE01	0231 Languages	X	X	X	2	5 (10 months total)
D ERLANGE01	I UDINE01	0231 Languages	X	X	X	2	5 (10 months total)

C. Staff Mobility numbers per academic year

FROM	TO	Subject area code	Number of staff mobility periods
I UDINE01	D ERLANGE01	0231 Languages	1 staff member x 2 days / 8 hours +
D ERLANGE01	I UDINE01	0231 Languages	1 staff member x 2 days / 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	Optional:	Language	Language	Recommended language of instruction
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Institution [Erasmus code]	Subject area	of instruc- tion 1	of instruc- tion 2	Student Mobility for Studies	Staff Mobility for Teaching
I UDINE01	0231	Italian			
D ERLANGE01	0231	German	English, Italian	B1 for BA und MA, no level needed for PhD	no level needed for staff mobilities

I UDINE01 - 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>

E. Additional requirements

I UDINE01 - 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>

D ERLANGE01: <https://www.fau.eu/study/from-abroad/exchange-programme-placement/semester-abroad-at-fau/>

F. Calendar

1. Applications/information on nominated students must reach the receiving Institution by:

Receiving institution	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
D ERLANGE01	Nomination: 30th April Application: 15th May	Nomination: 31st October Application: 15th November

2. The I UDINE01 will send a detailed Erasmus nomination list by erasmus@fau.de. 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). 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. The ERLANGE01 will send its decision within 4 to 5 weeks.

5. I UDINE01 & D ERLANGE01: Erasmus incoming student have to collect the Transcript of Records before leaving, otherwise the Transcript of Records will be issued and sent no later than 5 weeks directly to the personal post address of the student.

6. Termination or modification of the agreement:

This agreement shall be in force and be binding upon the parties hereto for the period indicated on page first. However, 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

Institution	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
D ERLANGE01	https://www.fau.eu/study/from-abroad/exchange-programme-placement/semester-abroad-at-fau/starting-your-studies/ects-and-german-university-grades/

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
D ERLANGE01		https://www.fau.eu/study/from-abroad/important-information/entry-and-visas/

3. Insurance



Institution	Contact details (email, phone)	Website for information
I UDINE01	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.	
D ERLANGE01	https://www.fau.eu/research/welcome-centre/formalities/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	http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng	
D ERLANGE01	accommodation@fau.de https://www.fau.eu/study/from-abroad/important-information/accommodation-2/	

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹	stamp
I UDINE01	Prof. R. Vermiglio Vice rector for International Mobility <i>R. Vermiglio</i>	23/05/18		
D ERLANGE01	Bianca Köndgen ERASMUS Institutional Co-ordinator, Deputy Head Central Office for International Affairs	20. MAI 2018	<i>B. Köndgen</i>	

¹ Scanned signatures are accepted

Information Sheet for Incoming Exchange Students 2018/19

University	
Name of University	Friedrich-Alexander-Universität Erlangen-Nürnberg
Country	Germany
Erasmus Code	D ERLANGE01
Websites	www.fau.de (in German) / www.fau.eu (in English) www.fau.eu/international www.fau.eu/international/international-applicants/semester-abroad-at-fau

Contact Information	
Postal address	Central Office for International Affairs, Schlossplatz 4, 91054 Erlangen, Germany
Visitor address	Central Office for International Affairs, Helmstr. 1A, 91054 Erlangen, Germany
Fax number	+49 (0) 9131-85-65162
E-Mail	Student Mobility Europe and Erasmus+ erasmus@fau.de Student Mobility overseas exchange-overseas@fau.de

Academic Information	
Language of instruction	German; some courses in English.
Areas of Study	<p>FAU: www.fau.eu/study/prospective-students/degree-programmes</p> <p>Faculty of Humanities, Social Sciences and Theology www.phil.fau.de/studium/studienangebot/</p> <p>Faculty of Business, Economics and Law www.wiso.rw.fau.de/studium/studienangebot/ www.jura.rw.fau.de/studium/im-studium/studiengaenge/</p> <p>Faculty of Medicine www.med.fau.de/studium/</p> <p>Faculty of Sciences www.nat.fau.de/studium/studiengaenge/</p> <p>Faculty of Engineering www.tf.fau.de/studium/studieninteressierte/studiengaenge/</p> <p>Exchange students at FAU are generally allowed to choose courses from different faculties and departments, independent of the study programme that they are registered in at FAU. However in some cases there are restrictions.</p>

Limitations	<p>Admission to Medicine, Dentistry and Pharmacy is <u>not</u> possible for Non-Erasmus exchange students. Courses in other degree programmes such as Law, Sports and Psychology may be restricted and/or limited.</p> <p>For more information please contact the Central Office for International Affairs.</p>
Course Catalogue	<p>univis.fau.de/ (click on <i>Vorlesungsverzeichnis</i> in the menu <i>Lehre</i>). Courses are listed by faculty and sorted by study programme.</p>
Course Offerings in English	<p>The main language of instruction at FAU is German.</p> <p>Some Master degree programmes are taught exclusively or partly in English: www.fau.eu/study/prospective-students/degree-programmes/international-degree-programmes/degree-programmes-taught-exclusively-in-english/.</p> <p>More courses taught in English are offered by the following faculties and institutions at FAU:</p> <p>Faculty of Humanities, Social Sciences and Theology www.phil.fau.eu/international/incoming-students/courses-taught-in-english/</p> <p>Faculty of Engineering www.tf.fau.eu/international/studying-abroad/international-degree-programmes-and-lectures/</p> <p>Faculty of Business, Economics and Law ib.wiso.fau.de/income/studying/course-offer/</p> <p>Zentralinstitut für Wissenschaftsreflexion und Schlüsselqualifikation (Zi-Wis) www.ziwis.fau.de/lehreundangebote/schluesselqualifikationen/ (courses taught in English aimed specifically at exchange students)</p> <p>Other faculties upon request</p>
Course registration	Course registration upon arrival
Double Degree Programmes	www.fau.eu/study/prospective-students/degree-programmes/double-degree-programmes/
Credits	<p>FAU does not require exchange students to obtain a minimum or maximum number of ECTS credits. However, we recommend that exchange students register for 20 to 30 ECTS (4 to 6 courses) per semester.</p> <p>Exchange students should consult their home university to check if specific requirements concerning the number of ECTS credits to be obtained during the stay at FAU apply.</p>
FAU grading system	www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/ects-and-german-university-grades
Transcript of Records	Not issued automatically. Exchange students should ask for a Transcript of Records before/shortly after leaving Germany.
Language courses during the semester	<p>The FAU language centre (<i>Sprachenzentrum</i>) offers language courses on all levels during the semester (free of charge for exchange students). More information: www.sz.uni-erlangen.de/abteilungen/daf/english</p>
(Strongly recommended) Pre-semester Intensive German Language Course	<p>An Intensive German Language Course is offered in March and September before the beginning of the lecture period at FAU. It costs 315 EUR (including course materials). Students who successfully complete the course will be awarded 5 ECTS.</p> <p>www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs_english.html</p>

Application	
Deadlines	<p>Nomination</p> <p>30th April for coming winter semester 31st October for coming summer semester</p>
	<p>Application</p> <p>15th May for coming winter semester 15th November for coming summer semester</p> <p>NB: For double degree students in accordance with the corresponding co-operation agreement</p>
Application process	<ol style="list-style-type: none"> 1. The home university selects the exchange students and sends a nomination (name, duration of stay, field of study and email address of the nominated students) by email to erasmus@fau.de (Europe and Erasmus+) or exchange-overseas@fau.de (Overseas) 2. All nominated students receive information on FAU's application process via email. FAU uses the online application system Mobility Online. The link to the application website will be sent directly to all nominated exchange students. 3. The students apply via the Mobility Online Portal: They fill in the application form and upload the documents required. The application has to be submitted within the deadlines. 4. Only completed applications can be accepted! Students will be informed about their admission by email (Erasmus) and by regular mail (Non-Erasmus). The letter of admission must be presented during enrolment at FAU.
Documents required	<ul style="list-style-type: none"> • Transcripts of Records for all semesters completed at a university. If the documents have not been issued in English or German, a (non official) translation in English or German is necessary. If applicable add your Bachelor/Master diploma. • Current certificate of enrolment from your home university • Proof of Language proficiency (German and English). The language and the level required correspond to the bilateral cooperation agreement and depend on the intended course programme at FAU. Official certificates (TOEFL, IELTS, DAF, etc.) or confirmations issued by a professional language teacher with stamp and signature are accepted. If necessary please use the following forms:: <ul style="list-style-type: none"> - for German: www.fau.de/files/2014/09/Nachweis_Deutschkenntnisse_Programmstudierende.pdf - for English: www.fau.de/files/2014/08/Programmstudierende_aus_dem_Ausland-Nachweis-Englischkenntnisse.pdf • Current photo • Passport/ID Copy (page with picture)
Language Requirements	<p>All Exchange students at FAU need to have sufficient knowledge of German <u>and/or</u> English that allows them to take a suitable amount of courses at FAU.</p> <p>Only Non-Erasmus: We generally recommend that exchange students have either completed level A2 in German and/or level B2 in English (corresponds to TOEFL score of at least 80 iBT) before coming to FAU. Please note that the re-</p>

	quired language level may be higher for certain study programmes. For double degree students: in accordance with the corresponding co-operation agreement
Project/Final thesis	Students who are coming to FAU to write their thesis (not to attend classes but e.g. work in a laboratory) additionally have to hand in a confirmation of supervision by a professor of FAU. The template can be downloaded here: www.fau.de/files/2014/09/Betreuungszusage_Austausch.pdf (in German).
Application information	www.fau.eu/international/international-applicants/semester-abroad-at-fau/admission-requirements

Academic Calendar		
Compulsory Orientation Course	www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/mandatory-orientation-course/	
Winter semester	Orientation Course	First ten days of: September (if the student attends the Intensive language course); October (if the student does not attend the language course)
	Lectures	Middle of October to Middle of February
	Examinations	Middle of February to End of February
Summer semester	Orientation Course	First ten days of: March (if the student attends the language course); April (if the student does not attend the language course)
	Lectures	Middle of April (depending on Easter holidays) to Middle of July
	Examinations	Middle of July to End of July
Link to academic calendar	www.fau.eu/study/current-students/semester-dates	

Housing
www.fau.eu/international/international-applicants/important-information/accommodation-2

Additional Information		
Estimated Budget	2017-18 Rates	
	Tuition fees	No tuition fees
	Student services fee	EUR 42 per semester (compulsory)
	Transport	About EUR 75 per semester (compulsory student ticket)
	Housing	EUR 300-600 per month (depending on accommodation)
	Local fee for TV/radio channels	EUR 17.98 per month
	Health insurance	EUR 80-150 per month
	Food	approx. EUR 200 per month
	Study materials	approx. EUR 50-100 per month
	Total monthly expenses	approximately EUR 720 to EUR 1.250 per month
<p>Non-EU students must prove that they can afford monthly living expenses of at least EUR 720. This minimum amount is determined by German social legislation and must be available to the student in order to apply for a student residence permit or visa with German immigration authorities.</p>		

Scholarships	<p>Exchange students should inquire at their home university which funding options are available to them (e.g. Erasmus). Only exception: new Erasmus+ programme for partner countries where the funds are distributed by the FAU.</p> <p>The German Academic Exchange Service (DAAD) offers scholarships for a study abroad in Germany: www.daad.de/deutschland/stipendium/hinweise/en/.</p> <p>FAU is unfortunately not able to offer any scholarship programmes that exchange students could directly apply to.</p>
Welcome Services for Exchange Students	<p>Buddy programme www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/buddy-programme</p> <p>FVI-FAU Volunteers for Internationals www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/fvi-fau-volunteers-for-internationals/</p>
Travel health insurance	<p>Strong recommended for non-EU citizens. The travel health insurance needs to be valid until enrolment at FAU.</p>
Health insurance during the exchange stay	<p>Health insurance is obligatory in Germany. Sufficient health insurance is also a prerequisite of enrolling at FAU. Accident and liability insurance is recommended. All policies should cover the entire stay in Germany.</p> <p>Please note that international travel insurance policies are not sufficient as health insurance for a study abroad in Germany. EU citizens can keep their national (European) health insurance. Non-EU exchange students under 30 years of age must enroll for a health plan with one of the German statutory student health insurance providers <u>after</u> their arrival in Erlangen/Nuremberg. Non-EU exchange students older than 30 cannot have a statutory student health insurance but only a private one. The costs in both cases are around 80 to 150 Euros per month.</p> <p>With a German statutory health insurance provider exchange students can be sure that the health insurance will be recognized by the university, German immigration authorities as well as doctors and hospitals.</p>
Visa	<p>EU citizens do not need any visa for Germany.</p> <p>Non-EU citizens need to obtain a visa <u>before</u> entering Germany <u>except</u> if:</p> <ol style="list-style-type: none"> 1. They are citizens of one of the following countries: Australia, Brazil, Canada, Israel, Japan, Korea (South), New Zealand, USA 2. They live in a Schengen country and possess a valid residence permit for this Schengen country <p>All Non-EU students need to apply for a residence permit (<i>Aufenthaltserlaubnis</i>) at the local Immigration Office (<i>Ausländerbehörde</i>) within 90 days after entering the Schengen Area <u>unless</u> they possess a visa that is valid for the whole planned duration of their stay in Germany and the Schengen Area. The application fee for the residence permit is 100 to 130 EUR.</p>
Day nursery	<p>Students with children can apply for the university day nurseries. Please inform us in advance.</p>
Facilities and Services for Students with Disabilities	<p>Please inform us in advance.</p>