



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 2014-2021<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	<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="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/dattica/facolta">http://www.uniud.it/dattica/facolta</a>  courses held in English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
<b>Karl-Franzens-Universität Graz</b> <i>(University of Graz)</i> Universitätsplatz 3, 8010 Graz/Austria	A GRAZ01	Diana Afrashteh, ERASMUS Institutional Co-ordinator Office of International Relations – T: +43-316-380-1247 ; F: +43-316-380-9156; <a href="mailto:diana.afrashteh@uni-graz.at">diana.afrashteh@uni-graz.at</a> ;	<a href="http://international.uni-graz.at/en/">http://international.uni-graz.at/en/</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.

	I UDINE01	<p><b>Professor/departmental coordinator:</b></p> <p><b>Fabiana FUSCO</b> fabiana.fusco@uniud.it</p> <p>DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE</p> <p>Professor coordinator: M. Maresca (Law) maurizio.maresca@uniud.it</p> <p>Professor coordinator: c. Graziano (Economics) clara.graziano@uniud.it</p>	
	A GRAZ01	<p><b>Professor/departmental coordinators:</b></p> <p>Edina Dragaschnig, MA Department of Translation and Interpreting T: +43 316 380 8317; edina.dragaschnig@uni-graz.at</p> <p>Prof. Franz Brunner Department of Geography and Environmental Sciences T: +43 316 380 9886; franz.brunner@uni-graz.at</p> <p>Prof. Wolfgang Benedek Department of International Law and International Relations T: +43 316 380 3411 wolfgang.benedek@uni-graz.at</p> <p>Prof. Christian Gehrke Department of Economics T: +43 316 380 3457; christian.gehrke@uni-graz.at</p>	

## 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 undergra duate ]	Study cycle [2 <sup>nd</sup> cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	A GRAZ01	2224 foreign languages/ translation- interpreting	X			2	5
A GRAZ01	I UDINE01	2224 foreign languages/ translation- interpreting	X			1	5
I UDINE01	A GRAZ01	380 Law	X	X		2	5
A GRAZ01	I UDINE01	380 Law	X	X		2	5
I UDINE01	A GRAZ01	314 Economics (Double Degree)	X	X		3	5
A GRAZ01	I UDINE01	314 Economics (Double Degree)	X	X		3	5

<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]	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	A GRAZ01	314  222	Economics ; Languages	1 + 1	1 (8)
A GRAZ01	I UDINE01	314  222	Economics ; Languages	1 + 1	1 (8)

### 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	English if required	A1	
A GRAZ01		German	English	minimum B2 (CERF)	minimum B2 (CERF)

- 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>

Courses taught in English at A GRAZ01: <http://international.uni-graz.at/en/stud/incoming/s-in-wininfo/courses-taught-english/>

<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

### 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>

### A GRAZ01:

The incoming Erasmus student/partner university can check all relevant information on <http://international.uni-graz.at/en/stud/incoming/nominiert/aufenthalt-graz/>

Information for students with disabilities: <http://integriert-studieren.uni-graz.at/>

## 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)
A GRAZ01	15th May	15th October

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.).

A GRAZ01: Students need to be nominated (giving name, email address, field of study, level of studies) by email to the international office. Nominated students will receive an access code for the online registration and will then have to send their application documents by regular mail.

Deadlines for the online application: 1st June for the winter semester / whole academic year and 1st November for the summer semester

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

A GRAZ01 will send its decision (information package) within 5-8 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 GRAZ01: A Transcript of Records will be issued by the University of Graz no later than 5 weeks after the assessment period has finished.

6. Termination or modification of the agreement:

Termination of the agreement: the agreement can be modified or terminated unilaterally, as long as at least one academic year notice is given. 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 [Erasmus code]	WEB PAGE
I UDINE01	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>
A GRAZ01	<a href="http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf">http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf</a>

### 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.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>
A GRAZ01	monika.ostir-schein@uni-graz.at T: +48 316 380 1246	<a href="http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/">http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/</a>

### 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.

**A Graz01:** <http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/>



### 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/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
A GRAZ01	OeAD Housing Office Graz Tel.: +43 316 950 200 9001  housing- graz@oead.at	<a href="http://www.housing.oead.at/graz_e/anmeldung.asp">http://www.housing.oead.at/graz_e/anmeldung.asp</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility		<i>Monica Ballerini</i> 15 NOV. 2013	
A GRAZ01	Prof. Christa Neuper Rector	22/11/13		

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