



European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2018²

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/department	

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.

		al coordinator: Fabiana FUSCO fabiana.fusco@uniud.it DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
Otto-Friedrich-Universität Bamberg	D BAMBERG01	Dr. Andreas Weihe, Institutional Coordinator Phone: +49 951 863 1048 E-mail: andreas.weihe@uni- bamberg.de	Please see fact sheet → B. Educational Information

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 undergra duate]	Study cycle [2 nd cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D BAMBERG01	222 foreign language s	X			1	6
D BAMBERG01	I UDINE01	222 foreign language s	X			1	10

C. Teaching Staff Mobility per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subjec t area code * [ISCED]	Subject 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	222	Foreign languages	To be defined	1 week

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>

D BAMBERG01	I UDINE01	222	Foreign languages	To be defined	1 week
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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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English if required		
D BAMBERG01	please see information sheet → C. Application				

- 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

University of Udine:

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>

[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.]

Otto-Friedrich-Universität:

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

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>

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). 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.

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	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
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		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
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.



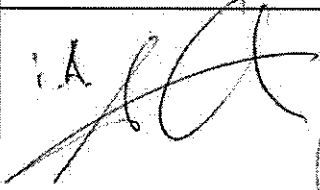

4. Housing

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		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
D BAMBERG01	please see information sheet → A. General Information	

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	15/11/13		
D BAMBERG01	Dr. Andreas Weihe, Institutional Coordinator	06.11.13		

⁷ Scanned signatures are accepted



INFORMATION SHEET 2013

A. General Information

Address	Akademisches Auslandsamt (International Office) Kapuzinerstr. 25 96045 Bamberg, Germany Fax: +49 (0) 951 863 1054 http://www.uni-bamberg.de/auslandsamt/
Head of International Office/ Erasmus Institutional Coordinator	Dr. Andreas Weihe Phone: +49 (0) 951 863 1048 Email: andreas.weihe@uni-bamberg.de
Incoming Exchange Students Coordinator (Contact for <u>Visa, Housing, Insurance etc.</u>)	Ms. Sabine von Witzleben Phone: +49 (0) 951 863 1049 Email: international@uni-bamberg.de
Preparatory Course Coordinator	Ms. Stephanie Hofmann Phone: +49 (0) 951 863 1051 Email: auslandsamt@uni-bamberg.de
Transcripts of Records for International Exchange Students/ Tandem Program ('buddy program')	Ms. Edith Hallberg Phone: +49 (0) 951 863 1171 Email: transcripts.international@uni-bamberg.de
Outgoing Students Coordinators (exchange programs)	Ms. Kathrin Genk, Ms. Cordula Bauer Phone: +49 (0) 951 863 1052 Email: auslandsstudium@uni-bamberg.de
Study Abroad Advisors (fee-paying programs)	Ms. Natascha Heinisch Phone: +49 (0) 951 863 3601 Email: study.abroad@uni-bamberg.de Mr. Ben Rayder Phone: +49 (0) 951 863 3600 Email: ben.rayder@uni-bamberg.de
Welcome Center for International Guest Scholars	Ms. Alexandra Wolf Phone: +49 (0) 951 863 1162 Email: welcome.international@uni-bamberg.de

B. Educational Information

Lecture Period	Winter semester: mid October – end of February Summer semester: mid April – end of July http://www.uni-bamberg.de/studium/studienangelegenheiten/vorlesungszeiten/
Exam Sessions	Winter semester: usually February – March Summer semester: usually July – August



Course Registration	Online course registration will be done once students have arrived & enrolled in Bamberg
Language(s) of Instruction	Mostly German, some courses are available in English
Course Information & Descriptions; courses available for exchange students in English	Course catalogue: http://univis.uni-bamberg.de/ ECTS guide & English courses: http://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/ → "Download-Bereich" Note: Exchange students can select courses from all faculties
Grading System	1.0 is the best grade, 4.0 is the lowest passing grade

C. Application

Application Deadlines	June 1 for entry in winter, December 15 for entry in summer
General Academic Requirements for Admission	two semesters of prior university education
Application Procedure for Exchange Students after Home University's Nomination	Students will receive the link to the Online Application after being nominated by their home institution.
Language Proficiency	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

Housing Information	The International Office offers housing in several student dormitories for all exchange students. Rent varies from € 200 to € 300 (including additional charges) per month.
Average Cost of Living	Approx. 650 € per month total (incl. rent)
Welcome & Preparatory Course for Exchange Students	three-week preparatory course (6 ECTS): includes 60 hrs of intensive German on different levels; orientation program, excursions & other activities; cost: € 200,00; starts mid-September, resp. mid-March
Music	http://www.uni-bamberg.de/musikpaed/ensembles
Sports	http://www.uni-bamberg.de/sport/



Useful Links

Brochure "Welcome! Information for Exchange Students" as pdf-file:
<http://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/>
→ "Download-Bereich"

Faculty of Humanities Exchange Coordinator:
<http://www.uni-bamberg.de/guk/studium/erasmus/>

Faculty of Economics Exchange Coordinator:
<http://www.uni-bamberg.de/sowi/leistungen/studium/studium-international/>

Language Center: <http://www.uni-bamberg.de/sprachenzentrum/>

Student web site: <http://my.feki.de>

Tourist information: <http://www.bamberg.info>