Erasmus+ Programme Programme Erasmus +

Key Action 1 Action clé 1
Mobility for learners and staff Mobilité des apprenants et des personnels

Higher Education Student and Staff Mobility Etudiants et personnels de l'enseignement supérieur

Inter-institutional[1] agreement 2014-20[21][2] Accord inter-institution nel[1] 2014-2020[21][2]

between programme countries entre pays participant au programme

Minimum requirements[3] Minimum requis[3]

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ 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.
Les établissements mentionnés ci-dessous acceptent de coopérer aux activités de mobilité des étudiants et/ou des personnels du programme Erasmus +. Ils s'engagent à respecter les engagements qualité de la charte Erasmus (ECHE) en matière d'organisation et de gestion des mobilités, en particulier pour la reconnaissance des crédits validés par les étudiants dans les établissements partenaires.

A. Information about higher education institutions Renseignements concernant les établissements

Name of the institution Nom de l'établissement (and department, where relevant) (et service, si nécessaire)	Erasmus code Code Erasmus	Contact details[4] (email, phone) Coordonnées[4] (e-mail, telephone)	Website (eg. of the course catalogue) Site internet (du catalogue de cours par exemple)
UNIVERSITE CATHOLIQUE DE L'OUEST 3 place André Leroy BP 10808 49008 Angers cedex01 France	F ANGERS04	**Pierrick Picot** Director of Exchange programs pierrick.picot@uco.fr Tel + 33 241816755	http://www.uco.fr/international /pole-international/programme-d-echanges-21235.kjsp?RH=SITE1_RP4-FR
UNIVERSITY OF UDINE *International Relations and Mobility Office* v. Palladio, 8 33100 UDINE	I UDINE01	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattic

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[1] Les accords inter-institutionnels peuvent être signés par 2 ou plusieurs établissements d'enseignement supérieur
[2] Higher Education Institutions have to agree on the period of validity of this agreement
[2] Les établissements d'enseignement supérieur doivent indiquer la période de validité du présent accord
[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership
[3] Des clauses supplémentaires peuvent être apportées à ce modèle d'accord pour préciser certains aspects du partenariat
[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates Coordonnées de la personne contact responsable et leurs mises à jour éventuelles

ITALY		phone:+39-0432-556221	a/facolta
Prof. Coordinator: GEROLIMICH S.		International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Prof. coordinator: ~~Gallina Bernard~~ ~~bernard.gallina@uniud.it~~	courses held in english: http://www.uniud.it/internati onal-area

B.   Mobility numbers[5] per academic year Nombre de mobilités[5] par année académique

(Paragraph to be added, 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 January in the preceding academic year Paragraphe à ajouter si l'accord est signé pour plus d'une année académique :les partenaires s'engagent à modifier le tableau ci-dessous en cas de modification des données, au plus tard à la fin du mois de janvier de l'année académique précédente.)

FROM DE (Erasmus code of the sending institution) (Code Erasmus de l'établissement d'envoi)	TO A (Erasmus code of the receiving institution) (Code Erasmus de l'établissement d'accueil)	Subject area code* (ISCED) Code discipline* (CITE)	Subject area name* Discipline*	Study cycle (short cycle, 1st, 2nd or 3rd)* Niveau* Cycle court L/M/D	Number of student mobility periods Nombre de périodes de mobilité	
					Student Mobility for Studies Mobilités d'études (total number of months of the study periods or average duration*) (Total en mois ou durée moyenne*)	Student Mobility for Traineeships* Mobilités de stage*
F ANGERS04	I UDINE01	222	Modern EC Languages	1	3 x 5 = 15	
		222	Modern EC Languages	2	3 x 9 = 27	
I UDINE01	F ANGERS04	222	Modern EC Languages	1	3 x 9 = 27	
		222	Modern EC Languages	2	3 x 9 = 27	

*(*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.)*
*(*Informations facultatives :*
Le code et le nom de la discipline, le niveau d'études sont facultatifs.
Les accords inter-institutionnels ne sont pas obligatoires pour les mobilités de stage et les mobilités de formation. Les établissements peuvent mettre en place un accord pour l'organisation des mobilités de stage ; dans ce cas, le nombre d'étudiants envoyés chez le partenaire doit être indiqué.
Si nécessaire, indiquer la durée totale en mois/jours des mobilités d'études et des personnels.)

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[5] Mobility numbers can be given per sending/receiving institutions *and per education field* (optional*)* Le nombre de mobilités peut être exprimé par établissement d'accueil/d'envoi *et par discipline* (*facultatif)*
http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

F Angers04: Although the Erasmus agreement is signed for the period 2014-2021, a yearly update of the mobility numbers (student and staff) will be needed by 30 November (example 30 November 2015 for the academic year 2016-2017).

FROM DE (Erasmus code of the sending institution) (Code Erasmus de l'établissement d'envoi)	TO A (Erasmus code of the receiving institution) (Code Erasmus de l'établissement d'accueil)	Subject area code* (ISCED) Code discipline* (CITE)	Subject area name* Discipline*	Number of staff mobility periods Nombre de periodes de mobilité des personnels	
				Staff Mobility for Teaching Mobilités d'enseignement (total number of days of teaching periods or average duration*) (Total en jours ou durée moyenne*)	Staff Mobility for Training* Mobilités de formation*
F ANGERS04	I UDINE01	222	Modern EC languages	1 x 5 days	
I UDINE01	F ANGERS04		Modern EC languages	1 x 5 days	

C. Recommended language skills Niveau linguistique recommandé

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 L'établissement d'envoi, en accord avec l'établissement d'accueil, s'engage à aider les candidats retenus (mobilités d'études et mobilités d'enseignement), dans l'obtention du niveau linguistique minimum recommandé avant leur départ en mobilité :

Receiving institution Etablissement d'accueil (Erasmus code) (code Erasmus)	Optional: Subject area Facultatif : discipline	Language of instruction 1 Langue d'enseignement 1	Language of instruction 2 Langue d'enseignement 2	Recommended language of instruction level[6] Niveau de langue recommandé*	
				Student Mobility for Studies Mobilité d'études (Minimum recommended level: B1) (Niveau minimum recommandé : B1)	Staff Mobility for Teaching Mobilité d'enseignement (Minimum recommended level: B2) (Niveau minimum recommandé : B2)
F ANGERS04		French B2	English B2 German B2 Spanish B2 Italian B2	B2	C1
I UDINE01		Italian	French English Spanish Deutch		

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[6] For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see Pour une meilleure compréhension du niveau de langue recommandé, utiliser le cadre européen commun de référence pour les langues (CECR)
http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

At 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

For more details on the language of instruction recommendations, see the course catalogue of each institution *(Links provided on the first page).*Pour plus d'information sur les recommandations concernant les langues d'enseignement, se référer au catalogue de cours de chaque établissement *(lien indiqué en page 1).*

D. Additional requirements Informations complémentaires

(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 A compléter si nécessaire. Des informations complémentaires sur les aspects académiques ou organisationnels peuvent être mentionnées, telles que les critères de sélection des individus, les moyens mis en œuvre pour la préparation des mobilités, l'accueil et la prise en charge des individus entrants).

F ANGERS04:
- *Orientation program prior to the beginning of the semester.*
- *French language class (1h30/week) at 4 different levels. To this effect, students take a language test on arrival.*
- *students are allocated a tutor in each field of study*

(Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities. Merci de préciser si les établissements disposent d'infrastructures pour l'accueil des individus en situation de handicap.)

F ANGERS04:
Students with disabilities are welcome but partner universities are advised to contact the international office very early to make sure that the student concerned can be accepted. It is recommended to have all the documents related with the student's disability to be translated into French.

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 of I UDINE01:

- 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

1. Applications/information on nominated students must reach the receiving institution by Les candidatures des étudiants sélectionnés doivent être transmises à l'établissement d'accueil suivant le calendrier suivant :

Receiving institution (Erasmus code) Etablissement d'accueil Code Erasmus	Autumn term* (month) Premier semestre* (mois)	Spring term* (month) 2ème semestre* (mois)
F ANGERS04	May 31st	November 30th
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

(* to be adapted in case of a trimester system à adapter en cas de système trimestriel)

2. The receiving institution will send its decision within 2 weeks L'établissement d'accueil enverra sa décision dans un délai de : **2 weeks**
   F ANGERS04: *The receiving institution will send its decision within 2 weeks*

3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI. *(It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines)* Un relevé de notes devra être remis par l'établissement d'accueil dans un délai de 4 semaines après la fin de la période d'examen *(délai maximum recommandé dans le guide ECHE : 5 semaines)*

   F ANGERS04: *A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI*

4. Termination of the agreement Rupture de l'accord
   (It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.")
   (Les établissements ont toute latitude sur la procédure de modification ou de rupture de l'accord inter-institutionnel. Cependant, en cas de rupture unilatérale, un préavis d'au moins une année académique devra être donné, c'est à dire qu'une notification de rupture faite le 1er septembre N prendra effet le 1er septembre N+1. La mention :"La commission européenne et les agences nationales ne pourront être tenues responsables en cas de désaccord entre les parties" devra y figurer.)

2. 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.

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). I UDINE01 cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

4. 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 I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.

F. Information

1. Grading systems of the institutions Système de notation des établissements

(It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[7]. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.Il est recommandé que l'établissement d'accueil fournisse une classification statistique des notes conformément aux préconisations du guide ECTS[7]. Un lien vers un site peut suffire. Cette dernière aidera à l'interprétation de chaque notation attribuée ainsi qu'au transfert de crédits par l'établissement d'envoi)

F ANGERS04:

http://www.uco.fr/international/pole-international/annuaire-ects-4975.kjsp?RH=SITE1_RP4-RS2-FR

I UDINE01:

http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

2. Visa 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. Les établissements d'envoi et d'accueil aideront, le cas échéant, les participants entrants et sortants en matière de visas, conformément aux exigences de la charte Erasmus (ECHE).

Information and assistance can be provided by the following contact points and information sources Informations et assistance peuvent être obtenues auprès de :

Institution (Erasmus code) Etablissement (Code Erasmus)	Contact details (email, phone) Coordonnées (e-mail, téléphone)	Website for information Site internet
F ANGERS04	**Béatrice Bernard-Gay** Beatrice.bernrad@uco.fr Tel + 33 241816642	http://www.uco.fr/international/pole-international/programme-d-echanges-21235.kjsp?RH=SITE1_RP4-RS2-FR#visa
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng

3. Insurance Assurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Les établissements d'envoi et d'accueil aideront les participants entrants et sortants en matière d'assurances obligatoires, conformément aux exigences de la charte Erasmus (ECHE).

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 : L'établissement d'accueil informera les participants des cas de non prise en charge par l'assurance. Informations et assistance peuvent être obtenues auprès de :

I UDINE01:

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[7] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.

Institution (Erasmus code) Etablissement (code Erasmus)	Contact details (email, phone) Coordonnées (e-mail, téléphone)	Website for information Site internet
F ANGERS04	**Béatrice Bernard-Gay** Beatrice.bernrad@ucorr Tel + 33 241816642	http://www.uco.fr/international/pole international/programme-d-echanges-21235.kjsp?RH=SITE1_RP4-RS2-FR#assurance
I UDINE01		

4. Housing Logement

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. L'établissement d'accueil s'engage à aider les personnes en mobilité entrante dans leur recherche de logement, conformément aux exigences de la charte Erasmus (ECHE).
Information and assistance can be provided by the following persons and information sources: Informations et assistance peuvent être obtenues auprès de :

Institution (Erasmus code) Etablissement (code Erasmus)	Contact details (email, phone) Coordonnées (e-mail, téléphone)	Website for information Site internet
F ANGERS04	**Sylvie de Kepper** Sylvie.de.kepper@uco.fr Tel + 33 241816620	http://www.uco.fr/international/pole-international/programme-d-echanges-21235.kjsp?RH=SITE1_RP4-RS2-FR#logement
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. Signatures of the institutions (legal representatives) Signatures des établissements (représentants légaux)

Institution (Erasmus code) Etablissement (code Erasmus)	Name, function Nom, fonction	Date Date	Signature[8] Signature[8]
F ANGERS04	**Pierrick Picot** Director of Exchange programs and Erasmus institutional coordinator	9/10/2013	
I UDINE01	Vice rector for International Mobility prof. M. Ballerini	31/10/13	

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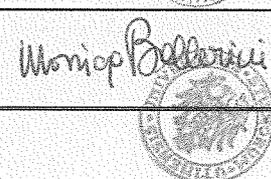
[8] Scanned signatures are accepted Les signatures scannées sont acceptées

Modèle accord interinstitutionnel Erasmus + 2014-2020 V1 27/08/2013