



European Commission



University of Udine



UNIVERSITÄT
LEIPZIG

Erasmus + 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 PIC-Number 999899281	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	https://www.uniud.it/en/uniud-international/incoming-exchange-students-general-course-catalogue : https://www.uniud.it/en/education/offer courses held in english: https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses
	I UDINE01	Academic contact: Iris Jammerneegg iris.jammerneegg@uniud.it	

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.

LEIPZIG UNIVERSITY	D LEIPZIG01	Dr. Svend Poller (Institutional Coordinator) International Centre Goethestraße 6, 04109 Leipzig, Germany erasmus.agreements@zv.uni-leipzig.de Incoming-Exchange@zv.uni-leipzig.de phone: +49 341 97 32020 Prof. Dr. Uta Felten (Departmental Coordinator) Faculty of Philology Institute of Romance Studies felten@rz.uni-leipzig.de +49 341 97 431	Cf. Data Sheet
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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 students	Duration of stay for each student [number of months]
I UDINE01	D LEIPZIG01	0232 Foreign Languages/ Romance Studies	X	X	X	6	6
D LEIPZIG01	I UDINE01	0232 Foreign Languages/ Romance Studies	X	X	X	6	6

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	D LEIPZIG01	232 Foreign Languages/ Romance Studies	1 person	1
D LEIPZIG01	I UDINE01	232 Foreign Languages/ Romance Studies	1 person	1

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>)

Note for mobility that starts at Leipzig University: The duration of stay may vary from the number of days for which the participant will receive financial support. As a rule at Leipzig University the maximum number of days financially supported through the Erasmus+ scheme will be 12 working days plus 1 additional subsequent or precedent day for traveling. Any time exceeding 13 days will be granted up to a maximum of 60 days but will be categorized as zero grant time with no Erasmus+ financial support.

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	German	B1	
D LEIPZIG01		German		B2	Adequate knowledge for teaching

-At the University of Udine: Courses held in English ARE offered within some DEGREE courses. A full list is consultable on our website: https://www.uniud.it/en/uniud-international?set_language=en

E. Additional requirements

At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by Italian exchange students can be given or sent directly to them OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement and any changes made to the original Learning Agreement have to be given to the Italian student who will submit them to the approval of the academic coordinator.

Incoming Erasmus students/partner universities can check the information about extension of the study period and changes to the original Learning Agreement on the website of I UDINE01:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

D LEIPZIG01: cf. Data Sheet

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)	30 September (nomination)

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>

D LEIPZIG01	Cf. Data Sheet	Cf. Data Sheet
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- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of any other nomination modality by partner Universities (such as online nominations etc...).
- **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.
- As receiving institution **D LEIPZIG01** will make all efforts to send its decision within 6 weeks.
- Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.
- As receiving institution **D LEIPZIG01** will make efforts to issue a Transcript of Records no later than 8 weeks after the assessment period has finished at the receiving HEI.
- **Termination of the agreement**
In the event of unilateral termination, a written notice of at least one academic year has to 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

D LEIPZIG01: for all relevant information cf. Data Sheet

1. Grading systems of the institutions

[Erasmus code]	WEB PAGE
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobility 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		https://www.uniud.it/en/uniud-international/incoming-exchange-students

3. Insurance

At the University of Udine: Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period.

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





4. Housing

The receiving institution will guide incoming mobility 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		https://www.uniud.it/en/uniud-international/incoming-exchange-students

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	04/12/18		
D LEIPZIG01	Dr. Svend Poller, Director of the International Centre	09/11/2018		

⁷ Scanned signatures are accepted

Institutional Data SHEET (updated May 2018)

INSTITUTIONAL INFORMATION

Institution	Leipzig University - D LEIPZIG01
General Website	www.uni-leipzig.de
Website for Credit Mobility Students	http://www.zv.uni-leipzig.de/studium/studium-international.html
International Centre - Address	Leipzig University - International Centre Goethestr. 6 04109 Leipzig, Germany
International Centre - Director	Dr. Svend Poller phone: +49 341 97 32020 fax: +49 341 97 32049 email: aaa@uni-leipzig.de
International Centre Contact Inter-Institutional Agreements	Anne Vorpapel phone: + 49 341 97 32031 email: anne.vorpapel@zv.uni-leipzig.de erasmus.agreements@zv.uni-leipzig.de
International Centre Contact for incoming students (NOT for Learning Agreements)	Felicitas Hanke phone: + 49 341 97 32023 email: Incoming-Exchange@zv.uni-leipzig.de
International Centre Contact for outgoing Students	Ines Remer phone: + 49 341 97 32022 email: ines.remer@zv.uni-leipzig.de
Departmental Coordinators	Via database - www.uni-leipzig.de/kiss -> Choose your home country ("Land") and institution ("Partnerhochschule") -> Click on search ("Suchen") -> Click on "Austauschplätze" above the map -> Find your study field in row 2 ("Fach"), the last entry there lists your responsible contact ("Fachkoordinator UL")
Responsible Persons for Learning Agreements in the departments/faculties	The authority of the Learning Agreements lies with the faculties. Please advise the students to contacts those applicable for their field of study. https://www.uni-leipzig.de/fileadmin/user_upload/Studium/akademisches_auslandsamt/pdf/Anerkennung_Beratung-Unterschrift_Kontakte.pdf

DATES AND DEADLINES

Academic Calendar	Winter Semester: 01 October – 31 March Summer Semester: 01 April – 30 September
Academic Calendar for current Semester	www.zv.uni-leipzig.de/en/study/organising-your-studies/academic-calendar.html
Application Deadlines for nominated Exchange Students:	
For Winter Semester	30 June
For Summer Semester	15 January
Transcript of Records Procedure:	Please advise the students to contact the departmental coordinator (see above) for further information.

LOCAL GRADING SYSTEM

Local Grade	Grade Definition	Definition der Note
1.0 – 1.5	Very good	Sehr gut
1.6 – 2.5	Good	Gut
2.6 – 3.5	Satisfactory	Befriedigend
3.6 – 4.0	Sufficient	Ausreichend
4.0 < ...	Failed	Unzureichend

ACADEMIC SYSTEM

Bachelor Degree	
Years of study (full time course load):	3 years (6 semesters)
Minimum credits per semester:	30 credits
Minimum credits per academic year:	60 credits
Master Degree	
Years of study (full time course load):	2 years (4 semesters)
Minimum credits per semester:	30 credits
Minimum credits per academic year:	60 credits
Work Load and credits according to the European Credit Transfer System/ ECTS	
1 ECTS–credit	equals 25-30 study hours (including self-study & contact hours)
Semester	
Weeks per semester	26 to 27 weeks total number
Regular teaching schedule	17 weeks of regular teaching schedule
Examination period	2 – 3 weeks
Self-study period/ lecture-free time	6 – 7 weeks

INFORMATION FOR INCOMING STUDENTS

Apply to Becoming an Exchange Student!	http://www.zv.uni-leipzig.de/en/study/international-study/incoming-exchange-students.html
Course Catalogues	https://almaweb.uni-leipzig.de/vvz
Study Options during the Exchange	According to the nomination that corresponds to the fields of studying as agreed in the inter-institutional agreements between the institutions. Information available via www.uni-leipzig.de/kiss
Course and Program Guide	http://www.zv.uni-leipzig.de/en/study/study-opportunities/study-programmes.html
German Language Acquisition Courses	www.uni-leipzig.de/en/learninggerman/ The Preparatory German Language and Orientation Course starts three weeks prior to the semester. Instructions, interactive tasks, exploring university related issues, cultural events, field trips and more, will be given and undertaken in GERMAN. Costs (subject to change): approx. 105,- EUR
Required Language Skills in German	B1 (CEFR) required
Health and Insurance	http://www.zv.uni-leipzig.de/en/study/international-study/incoming-exchange-students.html -> Health Insurance
Visa	http://www.zv.uni-leipzig.de/en/study/international-study/incoming-exchange-students.html -> Visa

HOUSING

Is Housing guaranteed?	Housing is not guaranteed, but a wide range of reasonably-priced apartments and rooms can be found in Leipzig.
Student Accommodation	Studentenwerk Leipzig rents fully-furnished rooms to students of Leipzig University. Please, check their website for detailed information on rents and application procedures, etc.: http://www.studentenwerk-leipzig.de/en/housing Additionally, the International Centre provides a service to find rooms in student-shared apartments. http://www.zv.uni-leipzig.de/en/study/international-study/incoming-exchange-students.html -> Living in Leipzig

COSTS

Cost of Living	About 650,- EUR per month
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	<p>These figures are only estimated amounts and may vary from student to student!</p> <p>Rent for apartment/room per month: around 200 EUR - 400 EUR</p> <p>Health insurance per month: around 80 EUR</p> <p>Study materials: around 50 EUR</p> <p>Food, clothing, miscellaneous requirements per month: around 250 EUR</p>
Semester contribution (Student ID and semester ticket for public transport)	<p>Semester contribution fee (due each semester): 206,00,- EUR (may vary)</p> <p>Student ID "UniCard" deposit (due once): 10,- EUR</p> <p>http://www.zv.uni-leipzig.de/en/study/international-study/incoming-exchange-students.html</p> <p>-> Semester Fee</p>

MOBILITY FOR EVERYBODY

Mobility / Information for people with disabilities	<p>Please, visit the link below for further information and feel free to contact us.</p> <p>https://www.zv.uni-leipzig.de/universitaet/profil/arbeiten-und-studieren-mit-behinderung.html</p>
Mobility for young parents	<p>To gain further information on child care services, please visit:</p> <p>http://www.gleichstellung.uni-leipzig.de/familienservice/kinderbetreuung/</p> <p>The website offers a wide range of information on different options of care.</p> <p>Make sure to check for benefits that are made available to you as young parents!</p>

If any specific information is needed feel free to contact the responsible person.