European Commission

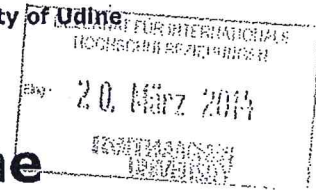**University of Udine**

Erasmus + Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2014-2020[2]
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 (e.g. of the course catalogue)
UNIVERSITY OF UDINE *International Relations and Mobility Office* 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

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[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.

	D AACHEN01	Departmental Coordinator: Claudia Hanke, M.A. International Office of RWTH Aachen University Templergraben 57, D-52062 Aachen, Germany claudia.hanke@zhv.rwth-aachen.de Tel.: +49 241 80 90684 Fax: +49 241 80 92662	
	I UDINE01	Professor/departmental coordinator: Kuri Sonja Sonia.Kuri@uniud.ir DILE – DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
	D AACHEN01	Institutional Coordinator: Prof. Dr. Hans-Joachim Hahn Lehrstuhl für Allgemeine Literaturwissenschaft und Neuere Deutsche Literaturgeschichte Templergraben 55 52056 Aachen hj.hahn@germlit.rwth-aachen.de Tel.: +49 241 80 96080	Course Catalogue: www.campus.rwth-aachen.de

B. Student Mobility numbers[5] 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 [1st cycle or undergraduate]	Study cycle [2nd cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D AACHEN01	222 Foreign	X	X		1	6

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[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)*

		language					
D AACHEN01	I UDINE01	222 Foreign language	X	X		1	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 AACHEN01	222	Foreign language	1* 1 week	1
D AACHEN01	I UDINE01	222	Foreign language	To be defined	1

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 instruc-tion 1	Language of instruc-tion 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	Deutsch	B1 (Italian)	

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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
http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

D AACHEN01		German			

D AACHEN01:
- Mandatory courses in the Bachelor programme are taught in German.
- Exchange students who undertake project work might be permitted to write their report or thesis in English. Whether they are permitted to do so should be clarified with their supervising professor at RWTH Aachen University before their arrival in Aachen.

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

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.]

RWTH Aachen University:

Institution's infrastructure to welcome students and staff with disabilities. Studies at RWTH Aachen University should be unrestricted for every person. The university is particularly responsive to the special needs of students with disabilities or chronic illnesses. From accessible access to lecture halls and institutions to relaxation rooms and competent, individual advising. Further information is available at: *http://www.rwth-aachen.de/cms/main/root/Studium/Im_Studium/Beratung_Hilfe/~eji/Studium_mit_Handicap/?lidx=1*

Exchange Students are subjected to attend the Orientation Days of the International Office. Information through international@rwth-aachen.de and www.rwth-aachen.de/orientationdays

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 AACHEN01	May 31	January 31

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 (4 weeks RWTH Aachen) 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 (6 weeks RWTH Aachen) directly to the personal post address of the student.

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

The link to our webpage is

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

Grading System in use at **RWTH Aachen University**				
1,0 – 1,3	sehr gut	very good	an outstanding achievement	A / B
1,7 – 2,3	gut	good	an achievement substantially above average requirements	C
2,7 – 3,3	befriedigend	satisfactory	an achievement which corresponds to average requirements	D
3,7 – 4,0	ausreichend	sufficient	an achievement which barely meets the requirements	E
5,0	mangelhaft	failed	an achievement which does not meet the requirements	F / FX

Please note that according to the European Grading Scale F / FX requires more/considerable further work before the credit can be awarded and is meant to be an advice for the re-evaluation of the student's project.

Please take into account that in Germany the decimal comma is used instead of the decimal point.

ECTS Credits	
total workload	= 300 credits
Workload per semester	= 30 credits
1 credit	= 30 hours workload

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 AACHEN01	Ms. Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/cms/root/Studium/Im_Studium/Beratung_Hilfe/~cbft/Internationale_Studierende/

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.

RWTH Aachen: Please contact Ms. Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de; http://www.rwth-aachen.de/go/id/bqse/
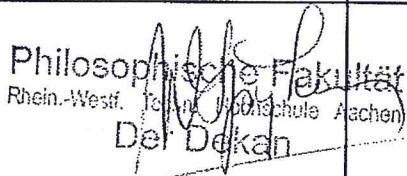
4. Housing

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 AACHEN01	Ms. Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/go/id/bqse/

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	20/03/14	*Marico Ballerini*	*stamp*
D AACHEN01	Univ.-Prof. Univ.-Prof. Dr. Will Spijkers Dean of the Faculty of Arts and Humanities		Philosophische Fakultät Rhein.-Westf. Technische Hochschule Aachen Der Dekan	

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[7] Scanned signatures are accepted