



European Commission



University of Udine

Erasmus + Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020²
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 <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

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 JENA01		
	I UDINE01	<p>Professor/departmental coordinator:</p> <p>Sonja KURI sonja.kuri@uniud.it</p> <p>DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE</p>	
Friedrich Schiller University of Jena	D JENA01	<p>Institutional Coordinator:</p> <p>Jana Blumenstein, M.A. Fuerstengraben 1 07743 Jena, Germany Tel: +49-3641-931163 Fax: +49-3641-931162 Email: international@uni-jena.de</p> <p>Departmental Coordinator Business & Economics:</p> <p>Katja ZEIDLER, Dipl.-Hdl. Departmental International Office School of Economics and Business Administration Friedrich Schiller University of Jena Carl-Zeiss-Strasse 3 - Room 4.131 07743 Jena, GERMANY Phone +49 (0)3641 943030 / Fax +49 (0)3641 943032 Email: Katja.Zeidler@uni-jena.de</p> <p>Departmental Coordinator Intercultural Business Communications:</p> <p>Dr. Fergal Lenehan e-mail: fergal.lenehan@uni-jena.de</p>	<p>http://www.uni-jena.de/en/International_Office.html</p> <p>http://www.dio.uni-jena.de/</p> <p>http://www.iwk-jena.de/</p>

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 undergraduate]	Study cycle [2 nd cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D JENA01	222 Foreign languages	X	X		2	6
D JENA01	I UDINE01	222 Foreign languages	X	X		2	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 JENA01	222	Foreign languages	To be defined	1
D JENA01	I UDINE01	222	Foreign languages	To be defined	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>)

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	Deutsch	A1	
D JENA01		German	English	B2 recommended	B2 recommended

- 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.

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>

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>

- <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>

Although University of Jena has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, some infrastructures may not be adequate. The University of Jena would advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility.

Information for incoming students (incl. application procedure) can be found here: http://www.uni-jena.de/en/guest_studies.html

Information about the Departmental International Office of the School of Economics can be found here: <http://www.dio.uni-jena.de/en/Students/Incoming/Academic+Information.html>

Information about the School of Economics and Business Administration can be found here: <http://www.wiwiss.uni-jena.de/index.html>

Master courses in business administration: https://friedolin.uni-jena.de/download/modulkataloge/88_021_BWL.pdf

Master courses in economics: https://friedolin.uni-jena.de/download/modulkataloge/88_684_Econom.pdf

Language courses – German as a foreign language: <http://www.uni-jena.de/en/German as a Foreign Language DaF.html>

The school of Economics and Business Administration works together with the Institute of Intercultural Business Communications

[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.]

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 JENA01	Nomination: June 30 th Application: July 15 th http://www.uni-jena.de/en/how to apply.html	Nomination: December 31 st Application: January 15 th http://www.uni-jena.de/en/how to apply.html
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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.

The FSU 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 the FSU usually within 4 -8 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

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
D JENA01	<p>general explanation</p> <p>http://www.uni-jena.de/Internationales/Studium_in_Jena-p-228002/Kurzzeitstudium/ECTS_Informationen.html</p> <p>School of Economics and Business Administration</p>

	http://www.dio.uni-jena.de/en/Students/Incoming/Grading.html
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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 JENA01	international@uni-jena.de 0049 3641 931166	http://www.uni-jena.de/en/guide_quest_studies_FAQ.html non-EU-nationals will have to apply for student visa before or after arrival

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.

FSU Jena will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The FSU Jena 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:

D JENA 01	international@uni-jena.de 0049 3641 931166	http://www.uni-jena.de/en/guide_quest_studies_FAQ.html accepted insurances: European Health Insurance Cards or German public student HI
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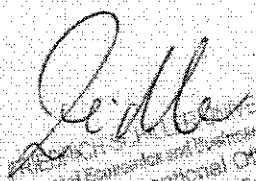
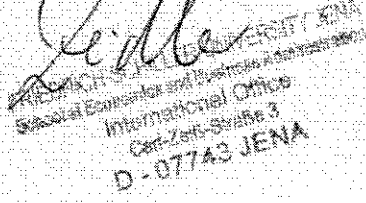
4. Housing

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 JENA01	international@uni-jena.de 0049 3641 931166	http://www.uni-jena.de/en/guide_quest_studies_FAQ.html http://www.stw-thueringen.de/english/housing/index.html Deadlines: January 31 st , July 31 st

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	14.01.14		
D JENA01	Katja Zeidler (Departmental Exchange Coordinator)	14.01.2014		

⁷ Scanned signatures are accepted



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Key data Friedrich Schiller University of Jena

Full legal name	Friedrich-Schiller-Universität Jena
ERASMUS Code	D JENA 01
Head of Institution	Prof. Dr. Klaus Dicke
Address	Friedrich-Schiller-Universität Jena PF 07737 Jena
General Web Site	http://www.uni-jena.de

Central International Office			
Address of International Office	International Office Friedrich-Schiller-Universität Jena Universitätshauptgebäude Fürstengraben 1 D-07737 Jena http://www.uni-jena.de/Internationales_Buero.html		
Incoming International Students	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Dr. Britta Salheiser Registration/ Counselling/ Tutors Room 18 Phone: +49 3641 9 31166 Fax +49 3641 9 31167 britta.salheiser@uni-jena.de </td> <td style="width: 50%; vertical-align: top;"> Cornelia Dwars Application/ Admission Room 19 Phone: +49 3641 9 31165 Fax +49 3641 9 31167 cornelia.dwars@uni-jena.de </td> </tr> </table>	Dr. Britta Salheiser Registration/ Counselling/ Tutors Room 18 Phone: +49 3641 9 31166 Fax +49 3641 9 31167 britta.salheiser@uni-jena.de	Cornelia Dwars Application/ Admission Room 19 Phone: +49 3641 9 31165 Fax +49 3641 9 31167 cornelia.dwars@uni-jena.de
Dr. Britta Salheiser Registration/ Counselling/ Tutors Room 18 Phone: +49 3641 9 31166 Fax +49 3641 9 31167 britta.salheiser@uni-jena.de	Cornelia Dwars Application/ Admission Room 19 Phone: +49 3641 9 31165 Fax +49 3641 9 31167 cornelia.dwars@uni-jena.de		
Nomination and application	<p>The home university should send a nomination that includes the student's name, date of birth, address, email-address and intended semester of stay to the Central International Office .</p> <p><u>The nomination should be sent</u></p> <ul style="list-style-type: none"> • by 30.06. for the coming winter semester (1.10.-31.3.) or entire academic year • by 31.12. for the coming summer semester (1.4.-30.9.) <p>via email to international@uni-jena.de or via telefax to +49 (0) 3641 931167.</p> <p>Having been nominated, students will be invited to the internet portal Jena Intercampus, where they will find the application forms for studies and much further information.</p> <p>All applications for guest studies must be sent by regular post to the International Office</p> <p style="text-align: center;">Friedrich Schiller University Jena Fürstengraben 1 07743 Jena Germany</p> <ul style="list-style-type: none"> • by 15.07. for the coming winter semester (1.10.-31.3.) or the entire academic year • by 15.01. for the coming summer semester (1.4.-30.9.). 		



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	Information on accommodation in the student dorm may be found on the web site of the Studentenwerk Thüringen. http://www.uni-jena.de/en/how_to_apply.html
Orientation Week	Orientation course is organized during the week before the regular academic program starts each semester.
Academic Calendar	Winter Semester: October t - March Summer Semester: April - September http://www.uni-jena.de/Semestertermine.html
Information Web Site	http://www.uni-jena.de/en/Studying_in_Jena.html
Language requirements	Exchange students should have a sufficient command of German to follow courses in German or to do a certain study project. No language exam is required, yet level B2 according to the CEFR is recommended .
Courses	https://friedolin.uni-jena.de/qisserver/rds?state=user&type=0 Click on "Vorlesungsverzeichnis" if you want to have an overview of the current courses available. Click on "Modulkataloge" and go to "PDF Versionen" "Liste aller Dataien" to have a general overview of all courses offered during an academic year.
Additional information	Study guide and FAQ: http://www.uni-jena.de/en/guide_guest_studies_FAQ.html



Key data Friedrich Schiller University of Jena



School of Economics and Business Administration

Departmental Erasmus/Exchange Coordinator	Katja Zeidler Carl-Zeiss-Str. 3 Room 4.131 D-07743 Jena Phone: +49 3641 9 43030 / Fax: +49 3641 9 43032 E-mail: katja.zeidler@uni-jena.de
Information Web Site	http://www.dio.uni-jena.de/
Academic Information for incomings	http://www.dio.uni-jena.de/Students/Incoming.html
Courses	<p>Bachelor program: https://friedolin.uni-jena.de/download/modulkataloge/82_184_rpr.pdf</p> <p>Master program: https://friedolin.uni-jena.de</p> <ul style="list-style-type: none"> • Modulkataloge • Moduls for Degree: 88 Master of Science (two year degree course) <ul style="list-style-type: none"> ○ Courses of Studies: Business Administration ○ Courses of Studies: Economics ○ Courses of Studies: Business Informatics <p>Current course lists: http://www.wiwiss.uni-jena.de/Studium/Vorlesungsverzeichnisse.html</p>
Teaching language	All courses in the Bachelor program are taught in German. All courses in the Master program are taught in German as well. The only exception is Master courses in Economics which are taught in English.
Language requirements	Exchange students should have a good command of German (B2 according to the CEFR or at least a B1) to follow courses in German. They should have a B2 level of English (or at least a B1) in order to follow Master courses in economics.
ECTS and work load	The average student workload per year is ca. 1800 hours, for which 60 ECTS credits are granted - or 30 ECTS credits per semester. 1 ECTS credit corresponds to an average student workload of ca. 30 hours. The number of ECTS credits awarded for each course is calculated from the average student hours spent on that course per semester. 2 SWS = 30 contact hours = 30 work hours = 1 ECTS credit.
Local grading	http://www.dio.uni-jena.de/Students/Incoming/Grading.html
Last update of this information	September 25, 2013