



European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014/15-2020/21²

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 MUNCHEN01		
	I UDINE01	Professor/departmental coordinator: Sonja KURI sonja.kuri@uniud.it DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
	D MUNCHEN01	Institutional Coordinator: Jean Schleiss, International office, Geschwister-Scholl-Platz 1, 80539 München, Tel: +49 89 2180 3807, Fax: +49 89 2180 3136 e-mail: jean.schleiss@lmu.de Departmental Coordinator: Prof. Dr. Friedrich Vollhardt, Institut für Deutsche Philologie, Schellingstr. 3, (IV) Rgb., 80799 München, Tel: +49 89 2180-2376, Fax: +49 89 2180 6221 E-mail: friedrich.vollhardt@germanistik.uni-muenchen.de	www.lmu.de/international/incoming http://www.germanistik.uni-muenchen.de/studium/lehre/rein/programmstudenten/index.html

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 MUNCHEN01	222 Foreign languages	X			3	5

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 MUNCHEN01	I UDINE01	222 Foreign languages	X			1	5
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C. Teaching Staff Mobility per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subje ct 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 MUNCHEN 01	222	Foreign languages	To be defined	1
D MUNCHEN 01	I UDINE01	222	Foreign languages	tbd	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	A1	
D MUNCHEN01		German	n/a	B1	tbd

- 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

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>

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.]

For D MUNCHEN01 see annex

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 MUNCHEN01	Nomination deadline: 15 May Application deadline: 15 June	Nomination deadline: 15 November Application deadline: 15 December

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. For D MUNCHEN01 see annex.

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.

For D MUNCHEN01 see annex

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 MUNCHEN01	See annex

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 MUNCHEN01	Erasmus-incoming@lmu.de	www.lmu.de/en/international/incoming >living in Munich>visa

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.

For D MUNCHEN 01 see www.lmu.de/en/international/incoming >living in Munich>health insurance

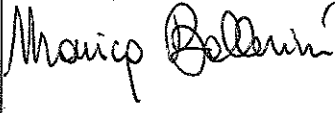

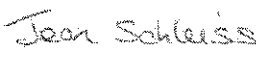

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

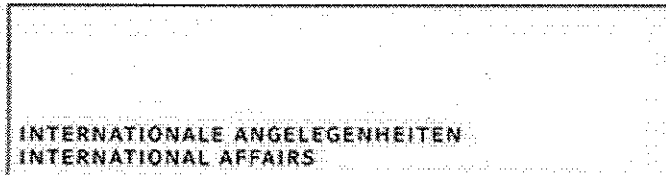
Information and assistance can be provided by the following persons and information sources:

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 MUNCHEN01	Christine.kern@lmu.de	www.lmu.de/en/international/incoming >living in Munich>accommodation

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	10/01/14		
D MUNCHEN01	Jean Schleiss Institutional Coordinator	09.01.2014		

⁷ Scanned signatures are accepted



Erasmus+ at LMU Annex for Inter-Institutional Agreements

The annex is an integral part of the Inter-Institutional Agreement. The Inter-Institutional Agreement is only valid on condition that both parties hold the Erasmus Charter for Higher Education.

Institution Details

Name of Institution	Ludwig-Maximilians-Universität (LMU)
Erasmus ID Code	D MUNCHEN01
Postal Address	International Affairs Geschwister-Scholl-Platz 1 80539 München Germany
Visiting Address	Ludwigstraße 27, room G007, 80539 München
Website	www.lmu.de/en/international/incoming

Erasmus Contacts

Erasmus Inter-Institutional Agreements Coordinator	Jean Schleiss Phone: +49 89 2180 - 3807; Fax: +49 89 2180 - 3136 jean.schleiss@lmu.de
Incoming Students	Claudia Gebhard and Catherine Ubl Phone: +49 89 2180 - 2799 erasmus-incoming@lmu.de
Outgoing Students	Ms Claudia Wernthaler Phone: +49 89 2180 - 3795; Fax: +49 89 2180 - 3136 claudia.wernthaler@lmu.de

Nomination of Exchange Students

We ask partner universities to nominate exchange students to erasmus-incoming@lmu.de no later than:

Winter Semester: May 15

Summer Semester: November 15

Application and Registration Procedures

Application

After completing the online application at our website, students should print out the form and have it signed by the relevant coordinator at the home university. The application should then be sent with all supporting documents to the LMU International Office.

Application Deadlines

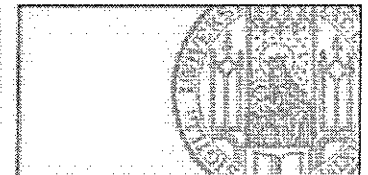
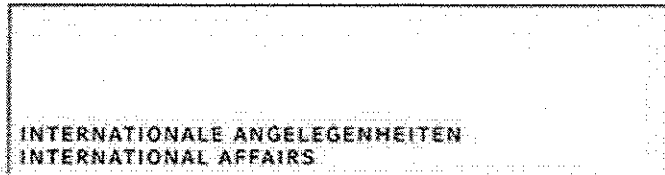
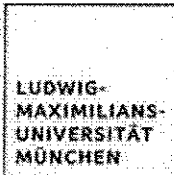
Winter Semester: June 15

Summer Semester: December 15

Registration

Registration of new Erasmus incoming students usually takes place in October and April respectively. Students are informed about registration dates in the official letter of acceptance (Zulassungsbescheid), which they will receive not later than 6 weeks after the application deadline.

www.lmu.de/en/international/incoming > Application and Admission



Recommended Language Skills

As the language of instruction of most undergraduate courses is German, the recommended language of instruction level is generally B1 (according to the "Common European Framework of Reference for Languages") and for courses taught in English the minimum language requirement is generally B1.

For both German/English some faculties/departments require higher levels of proficiency:

www.lmu.de/en/international/incoming > Application and Admission > Language Requirements

Language Courses

www.lmu.de/en/international/incoming > Living in Munich > Language Courses

Additional Requirements

Choosing courses outside the subject area defined in the Inter-Institutional Agreement

With some restrictions, exchange students may take courses outside the subject area of the Inter-Institutional Agreement on condition that they have previous knowledge in that subject area. However, places cannot be guaranteed to students in subject areas which are not defined in the Inter-Institutional Agreement.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses

Welcome Day

At the beginning of each semester LMU organises a Welcome Day. Erasmus students are also informed about orientation sessions which are offered in the faculties/departments.

www.lmu.de/en/international/incoming > Welcome Day

Buddy Program

As well as many social programs, LMU has a buddy program which exchange students are encouraged to join.

www.lmu.de/en/international/incoming > Living in Munich > International Student Life

Students with special needs / Students with children

To find out about on the kind of facilities available at LMU before going abroad, students should contact the LMU Erasmus-Incoming-Team directly (erasmus-incoming@lmu.de).

www.uni-muenchen.de/barrierefrei

www.uni-muenchen.de/studierenmitkind

Studying at LMU Munich

Academic Year

The academic year consists of two semesters – winter and summer.

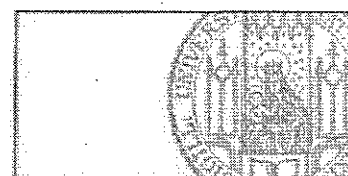
The months of March, April, August, and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. Students should ask their departmental coordinators about the examination schedule.

www.lmu.de/en/international/incoming > Studying at LMU > Academic Calendar

Course Information

The up-to-date course catalogue is available only two months before the beginning of each semester. Before the catalogue goes online students may consult the faculty websites where there is often general information about choosing courses etc.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses



Grading System

At LMU Munich credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). The recommended workload is 30 ECTS per semester. All coursework will be graded in accordance with the German grading system.

General Grading System

< 1,00 exceptional (not given in all departments)
1,00 – 1,50 very good (sehr gut)
1,51 – 2,50 good (gut)
2,51 – 3,50 satisfactory (befriedigend)
3,51 – 4,00 sufficient (ausreichend)
> 4,00 deficient (mangelhaft)

Grading System for Law

16 – 18 points: very good (outstanding)
13 – 15 points: good (well above average)
10 – 12 points: fully satisfactory (above average)
07 – 09 points: satisfactory (meets all normal requirements)
04 – 06 points: sufficient (meets requirements, some weakness)
01 – 03 points: deficient (considerable weakness, unacceptable)
0 points: inadequate/unsatisfactory (wholly unacceptable)

Transcript of Records

Every effort will be made to issue transcripts of records 5 weeks after the assessment period at LMU has finished. As each department/faculty has different regulations, it may not always be possible to adhere to this deadline.

General Information

Accommodation

The "Studentenwerk" is responsible for providing accommodation for Erasmus students. The allocation of rooms in student residences run by the Studentenwerk is, however, coordinated at the International Office.
Contact person: christine.kern@lmu.de

Accommodation cannot be guaranteed to all Erasmus students. The International Office will however provide information and assistance to incoming students according to the requirements of the Erasmus Charter for Higher Education.

www.lmu.de/en/international/incoming > Living in Munich > Accommodation

VISA

Depending on the country of origin, there are different entry and residence regulations for students.

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide

Insurance

Adequate health insurance is obligatory for all exchange students. There are different regulations depending on the students country of origin. Detailed information can be found at:

www.lmu.de/en/international/incoming > Living in Munich > Health Insurance

LMU also strongly recommends an accident, personal and third party liability insurance for the duration of stay in Germany.

Exchange Student Guide

Detailed information about all points mentioned above and other useful information can be found at:

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide