



Erasmus + Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016-2021²

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 (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
UNIVERSITÉ DE PAU ET DES PAYS DE L'ADOUR	F PAU01	Head of the International Office Erasmus agreements	Web Site http://ri.univ-pau.fr/

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.

		<p>Marielle Peyret marielle.peyret@univ-pau.fr Tel : +33 (0)5 59 40 70 59</p> <p>Erasmus Institutional Coordinator Christian Paroissin erasmus-coordinator@univ-pau.fr</p> <p>Outgoing Erasmus students Sonia Turquet outgoing-students@univ-pau.fr Tel : +33 (0)5 59 40 70 56 Fax : +33 (0)5 59 40 70 03</p> <p>Incoming Erasmus students Céline Lescaut incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55 Fax : +33 (0)5 59 40 70 03</p> <p>Direction des Relations internationales Avenue de l'Université - BP 576, 64012 PAU CEDEX, France</p>	<p>Mobility Programmes : http://ri.univ-pau.fr/live/exchange_programmes</p> <p>Course catalogue : http://ri.univ-pau.fr/live/course_catalogue</p> <p>Integration aids : http://ri.univ-pau.fr/live/helping_you_settle_in</p> <p>Learning French: http://ri.univ-pau.fr/live/learning_french</p>
	I UDINE01	<p>Professor/departamental coordinator:</p> <p>Renata LONDERO renata.londero@uniud.it</p> <p>DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE</p>	
	F PAU01	<p>Academic Coordinator</p> <p>Dolores Thion Soriano-Mollà Dolores.thionssorianomolla@univ-pau.fr</p> <p>Département d'études ibériques et ibéro-américaines</p> <p>UFR Lettres, Langues et Sciences Humaines- Avenue du Doyen Poplawski- 64013- PAU CEDEX</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	F PAU01	222 Spanish language and literature		X	X	2	9
F PAU01	I UDINE01	222 Spanish language and literature		X	X	2	9

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	F PAU01	222	Spanish language and literature	To be defined	1
F PAU01	I UDINE01	222	Spanish language and literature	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	Spanish	B1 (Italian)	
F PAU01		French	EN (only staff)	B2 recommended B1 accepted	B2

- 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>

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>

[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 PAU01:

- Enrolment. Incoming students must enroll for at least 50% of their credits in the field of admission.
- The University of PAU has launched various initiatives and provides several tools for the integration and support of students in the university environment. http://ri.univ-pau.fr/live/helping_you_settle_in
- Information about sporting and cultural activities in the UPPA and in Aquitaine is offered, as well as orientation on life on campus and support in other areas that may be useful during the stay at the UPPA ("International Orientation Weeks"). http://ri.univ-pau.fr/live/course_catalogue/culture_discovery
- The University of Pau has the infrastructure to welcome students and staff with disabilities. <http://sante-etudiant.univ-pau.fr/live/amenagements-etudes>

Teaching Staff Mobility. A letter of invitation issued by an authorized UPPA contact person is required prior to implementing Teaching Staff Mobility. The certificate of mobility must be signed at the IRO by the institutional Erasmus coordinator.

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)
F PAU01	1 June	15 November

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.

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.

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
F PAU01	http://ri.univ-pau.fr/live/validation_mobility

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
F PAU01	Céline Lescaut incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55	http://ri.univ-pau.fr/live/practical information/visa residence permit http://ri.univ-pau.fr/live/digitalAssets/121/121704 Guide International.pdf

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.

Céline Lescaut incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55	http://ri.univ-pau.fr/live/practical_information/insurance http://ri.univ-pau.fr/live/digitalAssets/121/121704_Guide_International.pdf
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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
F PAU01	International students accommodation: Céline Lescaut incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55	http://ri.univ-pau.fr/live/exchange_programmes/erasmus/accommodation http://ri.univ-pau.fr/live/digitalAssets/121/121704_Guide_International.pdf

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	04/12/15		
F PAU01	Mohamed AMARA, Président de l'Université	02 /12/2015		

⁷ Scanned signatures are accepted