



European Commission



University of Udine

**Erasmus + Programme  
Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility  
Inter-institutional<sup>1</sup> agreement 2014-2020<sup>2</sup>  
between programme countries  
[Minimum requirements]<sup>3</sup>**

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 <sup>4</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
	MT MALTA01		
	I UDINE01	<b>Professor/departmental coordinator:</b>  Francesco PITASSIO <a href="mailto:francesco.pitassio@uniud.it">francesco.pitassio@uniud.it</a> DIBE DIPARTIMENTO DI STORIA E TUTELA DEI BENI CULTURALI	
University of Malta	MT MALTA01	Ms Stefania Fabri, Director, International & EU Office.  International & EU Office, Room 105, Administration Building, University of	<a href="http://www.um.edu.mt/int-eu/erasmus">http://www.um.edu.mt/int-eu/erasmus</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Malta, Msida, Malta Tel: 00356 2340 3416/2804 E-mail: erasmus@um.edu.mt stefania.fabri@um.edu.mt	
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**B. Student Mobility numbers<sup>5</sup> 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 <sup>st</sup> cycle or under graduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each student [number of months]
I UDINE01	MT MALTA01	213 audio-visual techniques and media production (photography, cinematography, communication)	X	X		2	5
MT MALTA01	I UDINE01 (Courses held in Gorizia) (DAMS)	213 audio-visual techniques and media production (photography, cinematography, communication)	X	X		1	5
MT MALTA01	I UDINE01 Courses held in Udine (Study course in Languages)	213 audio-visual techniques and media production (photography, cinematography, communication)	X	X		1	5

**C. Teaching Staff Mobility per academic year**

FROM	TO	Subject area	Subject area name*	Number of staff mobility periods
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<sup>5</sup> 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code + [ISCED ]		Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	MT MALTA01	213	audio-visual techniques and media production (photography, cinematography, communication)	/	
MT MALTA01	I UDINE01	213	audio-visual techniques and media production (photography, cinematography, communication)	/	

#### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian		B1	
MT MALTA01		English		B2	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.

<sup>6</sup> 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 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>

1. Erasmus coordinators are requested to submit the students' nomination by the stipulated dates. For further information regarding deadlines, kindly visit the following link: <http://www.um.edu.mt/int-eu/erasmus/incoming/deadlines/>

2. Students are to submit the following documents with regards to the application procedures: Enrolment form, health form, important information form, photocopy of their passport/identity card, copy of the European Health Insurance Card, copy of their travel insurance, English Language Proficiency declaration and the learning agreement. The learning agreement should be approved prior to the student arrival at the University of Malta. For further information kindly visit the following link: <http://www.um.edu.mt/int-eu/erasmus/incoming/enrolment>

3. At the beginning of every academic semester the International & EU Office organises an Orientation Session for the Erasmus students starting their studies at the University of Malta. New Erasmus students are expected to be in Malta by the stipulated date in order to follow this orientation session.

4. Visiting students are to remain in Malta until the end of their semester examinations and should hand in all their assignments and sit for their exams prior to their departure.

- Students should highlight any disabilities at application stage so that their needs and requirements can be addressed and the right support assured prior to their acceptance. The ACCESS-disability Support Unit has been set up at the University of Malta in order to ensure support to both local and visiting students and staff with disability.

#### 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)
MT MALTA 01	1 <sup>st</sup> June	1 <sup>st</sup> 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](mailto: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.

MT MALTA01:

2. The receiving institution will send its decision within 3-4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 12 weeks after the assessment period has finished at the receiving HEI.

#### 4. Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

- End of stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

### G. Information

#### 1. Grading systems of the institutions

The link to our webpage is

Institution [Erasmus code]	WEB PAGE
I UDINE01	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>
MT MALTA01	<a href="http://www.um.edu.mt/registrar/regulations/general/harmonisedregs-09">http://www.um.edu.mt/registrar/regulations/general/harmonisedregs-09</a>

#### 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		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>
MT MALTA 01	<a href="mailto:elaine.zammit@um.edu.mt">elaine.zammit@um.edu.mt</a>	<a href="http://www.um.edu.mt/int-eu/international/eresidence">http://www.um.edu.mt/int-eu/international/eresidence</a>

#### 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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
MT MALTA01	<a href="mailto:erasmus@um.edu.mt">erasmus@um.edu.mt</a>	<a href="http://www.um.edu.mt/int-eu/erasmus/incoming">http://www.um.edu.mt/int-eu/erasmus/incoming</a>
I UDINE 01	See above information	

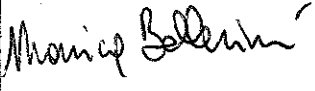


#### 4. Housing

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		<a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
MT MALTA01	info@universityresidence.com	<a href="https://secure.um.edu.mt/int-eu/erasmus/incoming/accommodation">https://secure.um.edu.mt/int-eu/erasmus/incoming/accommodation</a>

#### H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	Stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	09.01.14		
MT MALTA01	Ms Stefania Fabri, Director, International & EU Office	18.12.2013	 International & EU Office University of Malta	

<sup>7</sup> Scanned signatures are accepted