



# Erasmus+ Programme

Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014-20[21] between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ 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 (email, phone)	Website (eg. of the course catalogue)
Adam Mickiewicz University in Poznan, Faculty of Modern Languages and Literatures	PL POZNAN01	Natalia Jędraszak Faculty of Modern Languages and Literatures al. Niepodległości 4 61-874 Poznań, PL e-mail: erasmneo@amu.edu.pl Tel: +48 61 829 35 37  Jędrzej Pawlicki Institute of Romance Philology al. Niepodległości 4 61-874 Poznań, PL e-mail: ifrom.er@amu.edu.pl Tel: +48 61 829 36 34	<a href="https://international.amu.edu.pl/">https://international.amu.edu.pl/</a> <a href="https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses">https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses</a>  <a href="http://neo.amu.edu.pl/ifrom/">http://neo.amu.edu.pl/ifrom/</a>
UNIVERSITY OF UDINE International Relations and Mobility Office 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-	general course catalogue: <a href="http://www.uniud.it/didattica/facolt_a">http://www.uniud.it/didattica/facolt_a</a> courses held in english: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>

ACADEMIC CONTACT: prof. Polledri . elena.polledri@uniud.it		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	
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## B. Mobility numbers per 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 January 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 [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Total number of students	Total number of months
PL POZNAN01	I UDINE01	222	Italian Philology	1 <sup>st</sup> /2 <sup>nd</sup>	1	5
I UDINE01	PL POZNAN01	222	Foreign languages	1 <sup>st</sup> /2 <sup>nd</sup>	1	5

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  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *

PL POZNAN01	I UDINE01	222	Italian Philology	1 person / 1 week	
I UDINE01	PL POZNAN01	222	Italian Philology	1 person / 1 week	

### C. 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 n 1	Language of instruction n 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL POZNAN01	222	Italian	English	B1 Italian (for classes taught in Italian) B1 English (for classes taught in English)	B2 Italian B2 English
I UDINE01		Italian	English	B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution : <https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses>, <https://ects.amu.edu.pl/en/>

## D. Additional requirements

1. Adam Mickiewicz University accepts students with disabilities.

### 2. At the University of Udine:

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 of I UDINE01:

- <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>

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

1. Academic calendar:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I UDINE01		
PL POZNAN01	October 1 – February 15 (exam period included)	February 15 – June 30 (exam period included)

2. Information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
PL POZNAN01	June 30	November 30

3. Student applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I UDINE01		
PL POZNAN01	(from May 15) July 15	(from November 15) January 15

- **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.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [iss@uniud.it](mailto:iss@uniud.it)). **I UDINE01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

- **I UDINE01** will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

- Erasmus incoming student at **I UDINE01** has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.

2. The receiving institution will send its decision within **4** weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **4** weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]*

## F. Information

### 1. Grading systems of the institutions

PL POZNAN01

- A/5** EXCELLENT - outstanding performance  
**B/4+** VERY GOOD - above the average standard with only minor errors  
**C/4** GOOD - generally sound work with some minor errors  
**D/3+** SATISFACTORY - fair but with a number of notable errors  
**E/3** SUFFICIENT - fair but with significant shortcomings  
**F/2** FAIL

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>

### 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
PL POZNAN01	<a href="mailto:erasmus@amu.edu.pl">erasmus@amu.edu.pl</a> Mrs. Anna Abram +48 829 43 39	<a href="http://www.poznan.uw.gov.pl/en">http://www.poznan.uw.gov.pl/en</a> <a href="http://www.msz.gov.pl/en/travel_to_pol">http://www.msz.gov.pl/en/travel_to_pol</a>

		<a href="#">and/entering_poland/</a>
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>

### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
PL POZNAN01	<a href="mailto:erasmus@amu.edu.pl">erasmus@amu.edu.pl</a> Mrs. Anna Abram +48 829 43 39	<a href="http://www.erasmus.org.pl/coming-poland-formal-issues">http://www.erasmus.org.pl/coming-poland-formal-issues</a> <a href="https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st">https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st</a>
I UDINE01		<b><i>At the University of Udine:</i></b> 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.

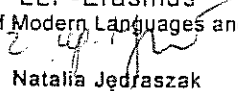
#### 4. Housing

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
PL POZNAN01	<a href="mailto:erasmus@amu.edu.pl">erasmus@amu.edu.pl</a> Mrs. Anna Abram +48 829 43 39	<a href="http://erasmus.amu.edu.pl">http://erasmus.amu.edu.pl</a>
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>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
PL POZNAN01	Natalia Jędraszak, Erasmus Faculty Coordinator	27/12/ 2013	LLP-Erasmus AMU Faculty of Modern Languages and Literatures  Natalia Jędraszak
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	21/12/13	