



European Commission



University of Udine

Erasmus + Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-2021²

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 (eg. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01 PIC-Number 999899281	<u>Claudia.schileo@uniud.it</u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service <u>iss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<u>https://www.uniud.it/en/uniud-international/incoming-exchange-students</u> general course catalogue: <u>https://www.uniud.it/en/education/offer</u> courses held in english: <u>https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</u>

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.

	I UDINE01	Academic contact: dott. F. Todesco francesca.todesco@uniud.it	
Université Paris-Est Créteil Val-de-Marne UPEC 61 av. du général de Gaulle 94010 Créteil Cedex France	F PARIS012	International affairs officer RONACH Vincent Tel. +33 (0)1 45 17 66 86 international-llsh@u-pec.fr Academic contact: PELLET Eric Pellet@u-pec.fr	Faculty of Humanities Modern Languages, and Human Sciences http://lettres-sh.u-pec.fr/faculte-des-lettres-lanques-et-sciences-humaines-342062.kjsp?RF=LSH Learning French http://www.en.u-pec.fr/learning-french-377409.kjsp?RH=1280326443843&RF=1280326888715

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 undergra duate]	Study cycle [2 nd cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	F PARIS12	0230 foreign languages	X	X	-	2	10
F PARIS12	I UDINE01	0230 foreign languages	X	X	-	2	10

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>)

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 PARIS12	0230	Foreign languages	1	1 week
F PARIS12	I UDINE01	0230	Foreign languages	1	1 week

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	English if required	B1	
F PARIS12	0230	French		B2	C1

-At the University of Udine: Courses held in english can be offered within some study courses. The student can check the list on our web-site: https://www.uniud.it/en/uniud-international?set_language=en

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>

E. Additional requirements

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:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

[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 PARIS012:

Incoming student: The original learning agreement (no copy is accepted) with the exams done by the student can be given or sent directly to him/her OR to the International Relations and Mobility Office of the student university.

For all other information, the student can get in touch the person in charge of the International affairs at the Faculty.

Outgoing student: The Learning Agreement or the changed Learning Agreement has to be given to the French student who will submit it to the approval of the professor coordinator of his/her mobility.

Students and Staff with disabilities:

<http://www.u-pec.fr/etudiant/vie-etudiante/etudes-et-handicap/accompagnement-des-etudiants-handicapes-282099.kjsp?RH=WEB-FR>

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)	30 September (nomination)
F PARIS12	May, 31st	November, 15 th

- **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). **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.

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.

F PARIS012:

2. The UPEC will send a detailed Erasmus nomination list by e-mail or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to relint@u-pec.fr) or with another modality to nominate Erasmus students from F PARIS012 (such as online nominations, e-nomination, etc...).

4. The F PARIS012 will send its decision (information package) within 8 weeks at the maximum from the reception of the nominations.

5. Erasmus incoming student at UPEC has to collect the Transcript of Records before leaving the UPEC; otherwise the Transcript of Records will be issued and sent it to the personal post address of the student or to his university.

6. Termination or modification of the agreement:

A unilateral decision to discontinue or to change the exchanges notified to the other party will depend on each faculty.

G. Information

1. Grading systems of the institutions

The link to our webpage is

[Erasmus code]	WEB PAGE
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
F PARIS12	http://www.u-pec.fr/

F PARIS012:

Local grade (note/barème) : scale from 0 to 20.

20 means:	best mark (admis)
10 means:	just passed (admis)
0 to <10 means:	fail (ajourné)

If an examination exam has not been taken, the result is "défaillant"

Local Grade for degrees (mention au diplôme)	In French	In English
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16 to 20	TRES BIEN	EXCELLENT
14 to <16	BIEN	VERY GOOD
12 to <14	ASSEZ BIEN	GOOD
10 to <12	PASSABLE	SUFFICIENT

The University does not calculate rank in class.

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		https://www.uniud.it/en/uniud-international/incoming-exchange-students
F PARIS12	relint@u-pec.fr	http://www.u-pec.fr/

3. Insurance

At the University of Udine: 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.

F PARIS012:

Non Eu students can get a private insurance during his registration at UPEC for the study period. **Eu students** can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.

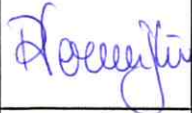



4. Housing

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
I UDINE01		https://www.uniud.it/en/uniud-international/incoming-exchange-students
F PARIS12	relint@u-pec.fr	http://www.u-pec.fr/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	6.11.17		
F PARIS12	Joana Belo Erasmus Institutionel Coordinator	30.10.17		

⁷ Scanned signatures are accepted