



**Erasmus+ Programme**  
**Key Action 1**  
**Mobility for learners and staff**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2019-2021**  
**between programme countries**  
**Minimum requirements**

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	Erasmus code	Contact details (email, phone)	Website
Université Paris-Est Marne-la-Vallée	F PARIS225	Ms. Camille DULOR Head of International Office Tel : +33 1 71 40 81 82 <a href="mailto:Camille.Dulor@u-pem.fr">Camille.Dulor@u-pem.fr</a>  Mr. Frédéric MORET Vice-President for International Affairs <a href="mailto:international@u-pem.fr">international@u-pem.fr</a> 5 boulevard Descartes – Champs-sur-Marne 77454 Marne-la-Vallée Cedex 2 France	General Information: <a href="http://www.u-pem.fr/">http://www.u-pem.fr/</a>  Course catalogue: <a href="http://www.u-pem.fr/formations/">http://www.u-pem.fr/formations/</a> <sup>1</sup>
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i>	I UDINE01	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>

<sup>1</sup> Erasmus students may choose from either "Les Formations Licence" or "Les Formations Master". Click on the link for the "formation", and the list of courses appear under the tab "Enseignements". (Note: ERASMUS students cannot choose classes from "Les Formations Licence professionnelle").

v. Palladio, 8 33100 UDINE ITALY	PIC-Number 999899281	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  Palazzo Garzolini di Toppo Wassermann via Gemona 92 I-33100 UDINE  Academic contact: prof. Sara Vecchiato  sara.vecchiato@uniud.it DILL - Dipartimento di Lingue e Letterature	general course catalogue: <a href="https://www.uniud.it/en/education/offers">https://www.uniud.it/en/education/offers</a>  courses held in english: <a href="https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a>
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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	
					Student Mobility for Studies (total number of months of the study periods or average duration*)	Student Mobility for Traineeships*
F PARIS225	I UDINE01	0232	Literature and linguistics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 months = 20 months	
I UDINE01	F PARIS225	0232	Literature and linguistics (French literature)	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 6 months = 12 months	

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
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				Staff Mobility for Teaching <i>Number of staff x number of days</i>	Staff Mobility for Training <i>Number of staff x number of days</i>
F PARIS225	I UDINE01	0232	Literature and linguistics	1 x 5 days	1 x 5 days
I UDINE01	F PARIS225	0232	Literature and linguistics ( <i>French literature</i> )	1 x 5 days	1 x 5 days

### 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	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
F PARIS225	0232	French		B2	French or English: B2
I UDINE01		Italian		B1	B1 Italian or B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution (*Links provided on the first page*).

### D. Additional requirements

F PARIS 225:

- Integration of mobile students : University French Autumn Course, French language courses during the academic year:  
<http://www.u-pem.fr/international/etudes-a-lupem-entrants/informations-utiles/cours-de-francais/>
- Disabled students:  
<http://www.u-pem.fr/international/incoming-students/mobilite-erasmus-des-individus-en-situation-de-handicap/?L=1>
- <http://www.u-pem.fr/vie-du-campus/vie-etudiante/informations-sante-sociale-handicap/#c3773>



I UDINE01: ***At the University of Udine:***

The original transcript of records (no carbon copy is accepted) with the exams done by Italian exchange students can be given or sent directly to them OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement and any changes made to the original Learning Agreement have to be given to the Italian student who will submit them to the approval of the academic coordinator.

Incoming Erasmus students/partner universities can check the information about extension of the study period and changes to the original Learning Agreement on the website of I UDINE01:

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

**E. Calendar**

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

Receiving institution	Autumn term (month)	Spring term (month)
F PARIS225	15 May (nominations) 31 May (application forms)	1 November (nominations) 15 November (application forms)
I UDINE01	15 May (nomination)	30 September (nomination)

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement  
In the event of early 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 June 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.
  - **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality.
  - 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 any other nomination modality by partner Universities (such as online nominations etc...).
  - **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.
  - Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.

## F. Information

### 1. Grading systems of the institutions

F PARIS 225: <http://www.u-pem.fr/international/etudes-a-lupem-entrants/etudiants-des-universites-europeennes/>

I UDINE01: <https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects>

### 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	Contact details	Website for information
F PARIS225	<a href="mailto:international@u-pem.fr">international@u-pem.fr</a>	<a href="http://www.u-pem.fr/international/etudes-a-lupem-entrants/etudiants-des-universites-europeennes/">http://www.u-pem.fr/international/etudes-a-lupem-entrants/etudiants-des-universites-europeennes/</a>
I UDINE01	<a href="mailto:ISS@uniud.it">ISS@uniud.it</a>	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</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 :

Institution	Contact details	Website for information
F PARIS225	<a href="mailto:international@u-pem.fr">international@u-pem.fr</a>	<a href="http://www.u-pem.fr/international/etudes-a-lupem-entrants/etudiants-des-universites-europeennes/">http://www.u-pem.fr/international/etudes-a-lupem-entrants/etudiants-des-universites-europeennes/</a>
I UDINE01	<a href="mailto:ISS@uniud.it">ISS@uniud.it</a>	<p><b>At the University of Udine:</b> Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period.</p> <p>EU students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

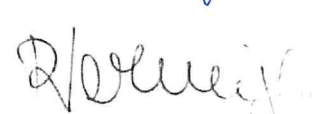

#### 4. Housing

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	Contact details	Website for information
F PARIS225	<a href="mailto:international@u-pem.fr">international@u-pem.fr</a>	<a href="http://www.u-pem.fr/international/etudes-a-lupem-entrants/informations-utiles/logement/">http://www.u-pem.fr/international/etudes-a-lupem-entrants/informations-utiles/logement/</a>
I UDINE01		<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>

#### G. Signatures of the institutions (legal representatives)

Institution	Name, function	Date	Signature <sup>2</sup> and Official Stamp
F PARIS225	Gilles ROUSSEL President	10/01/19	<b>Université Paris-Est Marne-La-Vallée</b> For and on behalf of the President  Frédéric MORET Vice President for International Affairs
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	17/12/18	 

<sup>2</sup> Scanned signatures are accepted