



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2019/2020-21<sup>2</sup>

### 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01  PIC-Number 999899281	Claudia.schileo@uniud.it 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  Academic contact: prof. Londero R. <a href="mailto:Renata.londero@uniud.it">Renata.londero@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>  general course catalogue: <a href="https://www.uniud.it/en/education/offer">https://www.uniud.it/en/education/offer</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>

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

<p>Universidad de Cantabria (Comillas Campus, CIESE)</p>	<p>E SANTAND01</p>	<p><b>Institutional Coordinator</b> Teresa Susinos Rada Vicerrectora de Internacionalización y Cooperación Facultad CC. Económicas Avda. de los Castros s/n 39005 Santander (Cantabria) <a href="mailto:vr.internacional@unican.es">vr.internacional@unican.es</a></p> <p><b>Head of International Office:</b> Ms. Gemma Castro Tel. +34 942 20 10 38 <a href="mailto:castrog@gestion.unican.es">castrog@gestion.unican.es</a></p> <p><b>Administrative Contact:</b> Ms. Águeda Sánchez Tel.: 34-942-200970 <a href="mailto:sancheza@gestion.unican.es">sancheza@gestion.unican.es</a></p> <p><b>Departmental Coordinator:</b> Profra. Carolina Suárez Hernán Centro universitario CIESE Fundación Comillas <a href="mailto:suarezc@fundacioncomillas.es">suarezc@fundacioncomillas.es</a> <b>T +34 942715500</b></p>	<p><b>Incoming Exchange Student:</b> <a href="http://web.unican.es/en/Studying/admission/exchange-students">http://web.unican.es/en/Studying/admission/exchange-students</a></p>

## B. Mobility numbers<sup>4</sup> per academic year

[Paragraph to be added, 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 January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISC ED]	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 *]	Student Mobility for Traineeships *
I UDINE01	E SANTAND01	023	LANGUAGES	1 <sup>st</sup>	2 x 6 months	---
I UDINE01	E SANTAND01	023	LANGUAGES	2 <sup>nd</sup>	2 x 6 months	---
E SANTAND01	I UDINE01	023	LANGUAGES	1 <sup>st</sup>	2 x 10 months	---
E SANTAND01	I UDINE01	023	LANGUAGES	2 <sup>nd</sup>	2 x 10 months	---

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students

<sup>4</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>)



that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 *]	Staff Mobility for Training *
I UDINE01	E SANTAND01	023	LANGUAGES	1 STAFF (1 w, 8 hrs)	---
E SANTAND01	I UDINE01	023	LANGUAGES	1 STAFF (1 w, 8 hrs)	---

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01	Italian B1	---	Italian B2	
E SANTAND01	Spanish	B1 Recommended	B1 Recommended	B2 Recommended
E SANTAND01	B1 Recommended	English	B2 Recommended	B2 Recommended

### D. Additional requirements

Partner institution: E SANTAND01:

\* Support is offered to students and staff with special needs or disability; the International Office should be contacted in the first place. <http://web.unican.es/en/Studying/Pages/The-UC-International-Relations-office.aspx>.

\* Integration of mobile students:

<http://web.unican.es/en/Studying/admission/exchange-students>

\* For further details please refer to the UC information sheet:

<sup>5</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>

<http://www.unican.es/NR/rdonlyres/24E37B6B-D8F0-46C2-862B-A5945E4EA5F9/0/UCInformationSheet2014.pdf>

**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 [Erasmus code]	Autumn term* [month]	Spring term* [month]
I UDINE01	15 May (nomination)	30 September (nomination)
E SANTAND01	30th June (deadline for online application)	1st November (deadline for online application)/15 <sup>th</sup> October in case a Visa is needed

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 6 weeks.

**E SANTAND01:** 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. However, in the event of unilateral termination, a notice of at least one academic year should be given.

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

[Erasmus code]	WEB PAGE
I UDINE01	<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>

### Partner institution:

E SANTAND01: <http://web.unican.es/en/Studying/admission/assessment-and-grading-scale>

### 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="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
E SANTAND01	exchange.students@unican.es	<a href="http://web.unican.es/en/Studying/admission/legal-aspects-visa">http://web.unican.es/en/Studying/admission/legal-aspects-visa</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 [Erasmus code]	Contact details (email, phone)	Website for information
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I UDINE01		<p><b><u>At the University of Udine:</u></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>
E SANTAND01	exchange.students@unican.es	http://web.unican.es/en/Studying/admission/health-insurance






#### 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="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
E SANTAND01	info@accommodationunican.com +34 648 100 288	www.accommodationunican.com/

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	18-04-18 	
E SANTAND01	Teresa Susinos Rada Vice-Rector for Internationalisation and Cooperation	20-04-2018 	 

<sup>6</sup> Scanned signatures are accepted