



University of Udine



European Commission



Graz University of Technology

# Erasmus + Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2018-2021<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 (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 iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497  <b>Academic contact:</b>  Pietro Corvaja pietro.corvaja@uniud.it	<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 (in Italian): BACHELOR  <a href="https://www.uniud.it/it/didattica/info-didattiche/piano-di-studio/laurea-matematica/2017-2018">https://www.uniud.it/it/didattica/info-didattiche/piano-di-studio/laurea-matematica/2017-2018</a>  catalogue:  <a href="https://uniud.esse3.cineca.it/Guide/PaginaPercorso.do;jsessionid=3AA75BC5233F4B1642A10F9179A7D3F">https://uniud.esse3.cineca.it/Guide/PaginaPercorso.do;jsessionid=3AA75BC5233F4B1642A10F9179A7D3F</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.

			<p><a href="https://www.uniud.it/it/didattica/info-didattiche/piano-di-studio/laurea-magistrale-matematica/2017-2018#section-5">A.esse3-uniud-prod-02?corso_id=130&amp;percors_o_id=130*2008*9999&amp;ANNO_ACCADEMICO=2017</a></p> <p>MASTER (Italian):</p> <p><a href="https://www.uniud.it/it/didattica/info-didattiche/piano-di-studio/laurea-magistrale-matematica/2017-2018#section-5">https://www.uniud.it/it/didattica/info-didattiche/piano-di-studio/laurea-magistrale-matematica/2017-2018#section-5</a></p> <p>catalogue:</p> <p><a href="https://uniud.esse3.cineca.it/Guide/PaginaPercorso.do;jsessionid=E690D7956002E7627D4448151B6DACD6.esse3-uniud-prod-02?corso_id=10091&amp;percors_o_id=10091*2017*9999&amp;ANNO_ACCADEMICO=2017">https://uniud.esse3.cineca.it/Guide/PaginaPercorso.do;jsessionid=E690D7956002E7627D4448151B6DACD6.esse3-uniud-prod-02?corso_id=10091&amp;percors_o_id=10091*2017*9999&amp;ANNO_ACCADEMICO=2017</a></p>
<p><b>Technische Universität Graz</b> (Graz University of Technology)</p>	A GRAZ02	<p>Birgit Steinkellner International Relations and Mobility Programmes Rechbauerstr. 12, A-8010 Graz, Austria Phone: +43 316 873-6415 Email: <a href="mailto:birgit.steinkellner@tugraz.at">birgit.steinkellner@tugraz.at</a></p>	<p><a href="http://www.tugraz.at/">http://www.tugraz.at/</a> <a href="http://www.tugraz.at/international/">http://www.tugraz.at/international/</a></p>

#### 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 undergraduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	A GRAZ02	461 Mathematics	X	X		1	6

<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>



A GRAZ02	I UDINE01	461 Mathematics			X	1	3
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### 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	A GRAZ02		461 Mathematics	1	1
A GRAZ02	I UDINE01		461 Mathematics	1	1

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility [Minimum recommended level: B2]
I UDINE01	461 Mathematics	Italian A1	English B1		B2
A GRAZ02	461 Mathematics	German	English	B2 or higher (either in English or German)	B2 or higher
<a href="http://www.tugraz.at/international/Incomings/IncomingExchangeStudents/Bewerbung/Sprachnachweise">http://www.tugraz.at/international/Incomings/IncomingExchangeStudents/Bewerbung/Sprachnachweise</a> <b>Proof of Language Level: Certificates should not be older than two years at the time of non</b>					

**-At the University of Udine:** Courses held in English can be offered within some study courses. The

<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>

student can check the list on our web-site: [https://www.uniud.it/en/uniud-international?set\\_language=en](https://www.uniud.it/en/uniud-international?set_language=en)

### **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>

#### **A GRAZ02:**

Incoming Exchange Students are required to attend the Orientation Sessions I & II and the Intercultural Orientation Sessions

Exchange students can request to perform a final degree project/Master's thesis, at TU Graz. However, there is no service provided to match student requests with research projects at TU Graz. Therefore students cannot be guaranteed to be accepted for a project. A student who wants to carry out a project must contact a relevant institute or professor directly and make the arrangements with them. If students receive a confirmation of approval, they are asked to contact the Office of International Relations and Programmes.

Teaching Assignments and staff training need to be discussed and agreed upon with the relevant institutes/ academic units at the partner institutions.

Graz University of Technology welcomes students and staff with disabilities.

Contact: Karin Krottmayer  
Phone: +43 316 873 6599  
email: [karin.krottmayer@tugraz.at](mailto:karin.krottmayer@tugraz.at)  
[www.tugraz.at/barrierefrei-studieren](http://www.tugraz.at/barrierefrei-studieren)

### **F. Calendar**

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

<b>Receiving institution [Erasmus code]</b>	<b>Autumn term, or full year</b>	<b>Spring term</b>
<b>I UDINE01</b>	15 May (nomination)	30 September (nomination)
<b>A GRAZ02</b>	Online Application is closed on 1 June TU Graz needs to receive the signed & complete application package by	Online Application is closed on 1 November TU Graz needs to receive the signed & complete application package by

	<ul style="list-style-type: none"> <li>▪ 1 May (students who need a visa)</li> <li>15 June (students who do not need a visa)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 October (students who need a visa)</li> <li>15 November (students who do not need a visa)</li> </ul>
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- **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.

#### **A GRAZ02:**

2. The receiving institution will send its decision within 4 – 5 weeks after the application deadlines.
3. After the students have completed their last exam/ examination requirements (e.g. term paper), the transcript of transcript will be issued within approximately 5 weeks.

#### **Termination of the agreement**

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."

#### **G. Information**

##### **1. Grading systems of the institutions**

*The link to our webpage is*

[Erasmus code]	WEB PAGE
<b>I UDINE01</b>	<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>

#### **A GRAZ02:**



## Austrian Grading Scale

Grade	Definition
1	EXCELLENT: outstanding performance
2	GOOD: above the average standard but with some errors
3	SATISFACTORY: generally sound work with a number of notable errors
4	SUFFICIENT: performance meets the minimum criteria
5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work

### Overall classification of the qualification:

"mit Auszeichnung bestanden"	Pass with Distinction (in case of excellent performance)
"bestanden"	Pass (in case of positive assessment)
"nicht bestanden"	Fail (in case of negative assessment)

## 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
<b>I UDINE01</b>		<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
<b>A GRAZ02</b>	Gitte Cerjak (Incoming Students) +43 316 873 6422 <a href="mailto:gitte.cerjak@tugraz.at">gitte.cerjak@tugraz.at</a>  Birgit Eggner (Outgoing Students) +43 316 873 6420 <a href="mailto:birgit.eggner@tugraz.at">birgit.eggner@tugraz.at</a>	<a href="http://www.tugraz.at/international/">http://www.tugraz.at/international/</a>  <a href="https://oead.at/en/to-austria/">https://oead.at/en/to-austria/</a>  <a href="http://www.bmeia.gv.at/">http://www.bmeia.gv.at/</a>

## 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.

### **TU GRAZ**

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
<b>A GRAZ02</b>	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at	<a href="http://www.tugraz.at/international/">http://www.tugraz.at/international/</a>  <a href="http://www.oeh.ac.at/studierenleben/studieren/oeh-versicherung/">http://www.oeh.ac.at/studierenleben/studieren/oeh-versicherung/</a>
	Birgit Eggner (Outgoing Students) +43 316 873 6420 birgit.eggner@tugraz.at	<a href="http://www.stgkk.at">http://www.stgkk.at</a>  <a href="https://oead.at/en/to-austria/">https://oead.at/en/to-austria/</a>



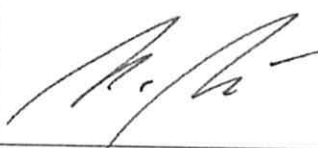
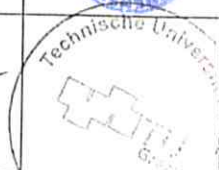
#### 4. Housing

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
<b>I UDINE01</b>		<a href="https://www.uniud.it/en/uniud-international/incoming-exchange-students">https://www.uniud.it/en/uniud-international/incoming-exchange-students</a>
<b>A GRAZ02</b>	Gitte Cerjak +43 316 873 6422 gitte.cerjak@tugraz.at	<a href="http://www.tugraz.at/international/">http://www.tugraz.at/international/</a>
	OeAD Housing Office +43 316 950 200 9001 housing-graz@oead.at	<a href="http://www.housing.oead.at/graz_e/kontakt.asp">http://www.housing.oead.at/graz_e/kontakt.asp</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
<b>I UDINE01</b>	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	25.01.18		
<b>A GRAZ02</b>	Prof. Dr. Harald Kainz Rector	19.11.17		

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