



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Universidad de Alcalá	E ALCAL – H01	Pilar Rodríguez, erasmus.bilateral@uah.es Tel.:+ 34 91 885 41 55 / 69 <u>Rectorate - Erasmus Office</u> Plaza San Diego, s/n - 28801 Alcalá de Henares (Madrid - Spain) Academic contacts: http://www.uah.es/becas_ayudas/Adiuntos/B442_MAS_Coordinadores%20Programas%20Internacionales%20-%20Marzo%202015.pdf	http://www.uah.es/portal_internacional
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	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 Professor/Department Coordinator: Prof. Christian Micheloni Christian.micheloni@uniud.it DIMI- Dipartimento di Matematica ed Informatica +39 0432 558473	Homepage for Incoming Students: http://www.uniud.it/en/uniud-international/incoming-exchange-students General course catalogue: http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso Courses held in English: http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses

B. Mobility numbers 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 * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I UDINE01	E ALCAL – H01	061	Information and Communication Technology	1 st , 2 nd , 3 rd	24 (4x6)	
E ALCAL – H01	I UDINE01	061	Information and Communication Technology	1 st , 2 nd , 3 rd	24 (4x6)	

[*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 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 or average duration*]	Staff Mobility for Training *
I UDINE01	E ALCAL – H01	061	Information and Communication Technology	Min. 8 hours	to be agreed
E ALCAL – H01	I UDINE01	061	Information and Communication Technology	Min. 8 hours	to be agreed

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 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		English	English	B1	B2
E ALCAL – H01		Spanish	English	B1 / B2	B1 / B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

I UDINE01: <http://www.uniud.it/didattica/info-didattiche/programmi-insegnamenti/laurea-magistrale-comunicazione-multimediale-tecnologie-informazione/iscritti-2015-16>

E ALCAL-H01: <http://www.uah.es/escuela-politecnica/>

D. 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:

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

University of Alcalà de Henares accepts students with disabilities after the consultations with Faculty International Offices.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E ALCAL – H01	June	November
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

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

- **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.

2. The receiving institution will send its decision within [8] 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

[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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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

E ALCAL – H01: https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/GradeConversionChart.pdf

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
E ALCAL – H01	erasmus.incoming@uah.es	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/visado_permiso_estancia
I UDINE01		http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students

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
E ALCAL – H01	erasmus.incoming@uah.es	https://portal.uah.es/portal/page/portal/portal_internacional/internacionalizacion/seguero_medico?
I UDINE01		<u>At the University of Udine:</u> 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.

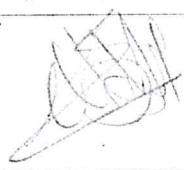

4. Housing

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
E ALCAL – H01	erasmus.incoming@uah.es	https://portal.uah.es/portal/page/portal/portal_internacional/vida_universitaria/alojamiento
I UDINE01		http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
E ALCAL – H01	Prof. Miguel-Ángel Sotelo, Vice-rector for International Relations	15/12/15 20/15	 
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	4/11/15	