



European Commission



University of Udine

Erasmus + Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018/19-2020/21²

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	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	https://www.uniud.it/en/uniud-international/incoming-exchange-students general course catalogue: https://www.uniud.it/en/education/offer courses held in english: https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses

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: Angelo Montanari angelo.montanari@uniud.it	
TU Dortmund University  International Office Emil-Figge-Straße 61 44227 Dortmund Faculty of Computer Sciences	D DORTMUN01 PIC-Number 999 848 453	Silke Viol ERASMUS Institutional Coordinator / Deputy Director International Office Emil-Figge-Str. 61 44227 Dortmund Germany phone: +49 (0)231-755-4727 fax: +49 (0)231-755-5525 email: silke.viol@tu-dortmund.de Prof. Dr. Johannes Fischer ERASMUS Departmental Coordinator Department of Computer Science Chair of Algorithm Engineering (LS11) Otto-Hahn-Str. 14 44227 Dortmund Germany phone: +49 (0)231-755-7711 email: Johannes.fischer@cs.tu-dortmund.de	http://www.aaa.tu-dortmund.de/erasmus InternationaleStudierende>Austauschstudierende">http://www.aaa.tu-dortmund.de/[Deutsch]>Internationale Studierende > Austauschstudierende www.cs.tu-dortmund.de/nps/de/Studium/Ordnungen_Handbuecher_Beschluesse/Modulhandbuecher/index.html

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 undergraduate]	Study cycle [2 nd cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	D DORTMUN01	0610 Information and Communication Technologies	X	X	X	2	5
D DORTMUN01	I UDINE01	0610 Information and Communication Technologies	X	X	X	2	10

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	D DORTMUN01	0610 Information and Communication Technologies		To be defined	1
D DORTMUN01	I UDINE01	0610 Information and Communication Technologies		To be defined	1

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>)

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 level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English for some postgraduate courses	B1	
D DORTMUN01		German	English (but only very few courses offered)	B1	B2 (English or German)

-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

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>

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>

At TU Dortmund University:

Students who have been selected by their home university to study at TU Dortmund University in the framework of the Erasmus+ Programme will find further information on requirements and measures of preparing (e.g. Application) under the following link: <http://www.aaa.tu-dortmund.de>

English: International Students > Exchange Students (ERASMUS) > Application

Deutsch: Internationale Studierende > Austauschstudierende > Anmeldung

The institution provides infrastructure for welcoming students and staff with disabilities. Please find further information at the website of DoBus (Dortmunder Zentrum Behinderung und Studium/ Dortmund Center for Students with Disabilities):

<http://www.dobus.tu-dortmund.de/cms/de/home/>

[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. 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)
D DORTMUN01	May 15 th	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.

D DORTMUN01

D DORTMUN01 will send its decision within 3-4 weeks after the deadline.

At **D DORTMUN01** a Transcript of Records will be issued at the end of the student stay by the Erasmus departmental coordinator. Students have to contact him/ her a few weeks before departure.

Termination of the agreement

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.

The above mentioned institutions agree to cooperate in the activities as contracted above under the terms and conditions of the *Erasmus+ Programme*.

- Both parties agree to abide by the principles and conditions set out in the *Erasmus+ Guidelines for Applicants*, and will work according to the principles of the *Erasmus University Charter*.
- Both parties agree to abide by the bilaterally agreed terms of this inter-institutional agreement and will endeavour to carry out the agreement to the best of their abilities.
- Additional changes in mobility or in specific conditions of contract and termination of the inter-institutional agreement can be made annually, if communicated before January 1st.

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
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects
D DORTMUN01	<p>1 = superior / 2 = above average / 3 = average / 4 = sufficient / < 4 [5 & 6] = fail /</p> <p>CR = no grade; class participation on pass/fail basis / AU = class audited</p> <p>At times decimal scaling is used for grades in between full numbers; i.e. each grade can be increased or lowered by 0.3; thus there is a grade 1.7 (also known as 2+), 2.0, 2.3 (also known as 2-) etc.</p>

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

D DORTMUN01	Miriam Gothe ERASMUS Incomings Coordinator phone: +49 (0)231-755-6370 fax: +49 (0)231-755-5525 email: erasmus@tu-dortmund.de	http://www.aaa.tu-dortmund.de/erasmus > Visa http://www.aaa.tu-dortmund.de [Deutsch] > Internationale Studierende > Austauschstudierende > Visum
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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:

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D DORTMUN01	Miriam Gothe ERASMUS Incomings Coordinator phone: +49 (0)231-755-6370 fax: +49 (0)231-755-5525 email: erasmus@tu-dortmund.de	http://www.aaa.tu-dortmund.de/erasmus > Health Insurance http://www.aaa.tu-dortmund.de [Deutsch] > Internationale Studierende > Austauschstudierende > Krankenversicherung

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
D DORTMUN01	Miriam Gothe ERASMUS Incomings	http://www.aaa.tu-dortmund.de/erasmus

	Coordinator phone: +49 (0)231-755-6370 fax: +49 (0)231-755-5525 email: erasmus@tu-dortmund.de	> Accommodation http://www.aaa.tu-dortmund.de [Deutsch] > Internationale Studierende > Austauschstudierende > Wohnen
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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	10.01.18		
D DORTMUN01	Silke Viol Deputy Director International Office, ERASMUS-Institutional Coordinator	8.12.17		

⁷ Scanned signatures are accepted