

Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21 **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

Universidade de Coimbra P COIMBRA 01	Università degli Studi di Udine I UDINE01
<p>Filomena Marques de Carvalho ERASMUS Institutional Coordinator International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 Email: dri@uc.pt</p> <p>Maria Teresa Silva Incoming Students mteresa@uc.pt</p> <p>Ana Isabel Ferreira Outgoing Students anisabel@uc.pt</p> <p>Ana Machado Teaching Staff / Staff Exchange dri.mobilidade@uc.pt</p> <p>Bilateral Agreements: dri.projects@uc.pt</p> <p>Website: http://www.uc.pt/en/driic</p> <p>Information for Incoming students: http://www.uc.pt/en/driic/mobilidade/in/ Course Catalog: http://www.uc.pt/en/ects/catalogo Academic Calendar: http://www.uc.pt/en/ects/info_inst/calendario_academico/</p>	<p>Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221</p> <p>International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497</p> <p>http://www.uniud.it/international-area/incoming-mobility</p> <p>general course catalogue: http://www.uniud.it/didattica/facolta</p> <p>courses held in english: http://www.uniud.it/international-area</p>

Faculty/Department of Medicine	Faculty/Department of Medicine
P COIMBRA01	I UDINE01
Marília Dourado Telefone: +351 239 857 729/55 Fax: +351 239 857 757 email: mdourado@fmed.uc.pt http://www.uc.pt/fmuc	Prof. Lorenza Driul Lorenza.driul@uniud.it

B. Mobility numbers¹ per academic year

STUDENT MOBILITY:

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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
P COIMBRA01	I UDINE01	0912	Medicine	1st, 2nd	2x9	
I UDINE01	P COIMBRA01	0912	Medicine	1 st , 2nd	2x9	

[*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.]

TEACHING/STAFF MOBILITY:

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
P COIMBRA01	I UDINE01	0912	Medicine	1	Only by individual agreement

¹Mobility 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>)

I UDINE01	P COIMBRA01	0912	Medicine	1	Only by individual agreement

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P COIMBRA01		Portuguese	English	A2 (min) B1 (recommended)	B2 (min)
I UDINE01			English	A2 (min) B1 (recommended)	

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

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/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng>

<http://www.uniud.it/international-area/incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>

P COIMBRA01:

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

²For 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>

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo

Largo de D. Dinis

Apartado 3026

3001-401 Coimbra

Téléphone: +351 239 857000

E-mail: atped@dp.uc.pt

http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P COIMBRA01	June, 1st	November 1st
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

- **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.

- Partner institutions should send nominations to Regina Freitas dri.intstudy@uc.pt
- Online applications at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

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

This agreement shall remain in force until the end of the Programme (2020/21). 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.

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' guide³. 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.

- **P COIMBRA01:** http://www.uc.pt/en/ects/info_inst/sq-ma/

³http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

I UDINE01

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ac/
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/ects/info_caracter_geral/
I UDINE01		<p><i>At the University of Udine:</i> Non-Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the 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 [Erasmus code]	Contact details (email, phone)	Website for information
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P COIMBRA01	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	www.uc.pt/go/accommodation
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁴
P COIMBRA01	Filomena Marques de Carvalho ERASMUS Institutional Coordinator	10-12-2013	
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	13-12-13	

⁴ Scanned signatures are accepted.