



European Commission



University of Udine



UNIVERSITÄT  
ERFURT

# 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	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> 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	<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> 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.

	I UDINE01	Academic contact: prof. Iris Jammerneegg iris.jammerneegg@uniud.it	
<b>University of Erfurt</b> Nordhaeuser Strasse 63 99089 Erfurt Germany	D ERFURT05  992560067	Institutional Coordinator: Manuela LINDE Head of International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5031 Fax +49 361 737 5039 E-mail: manuela.linde@uni- erfurt.de	www.uni-erfurt.de
		Academic coordinator:  Prof. Dr. Joachim Höflich Philosophische Fakultät, Communication Studies  Nordhäuser Str.63 - D 99089 Erfurt  Telephone +49-361-7374161 Fax + 49-361-7374029  E-mail Joachim.hoeflich@uni- erfurt.de	

**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 undergra duate ]	Study cycle [2 <sup>nd</sup> cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of students	Duration of stay for each student [number of months]
I UDINE01	D ERFURT05	0319 Social and Behavioural Science (Public Relations)	X			4	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>)

<b>D ERFURT05</b>	<b>I UDINE01</b>	0319 Social and Behavioural Science (Public Relations)	X			4	6
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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)
<b>I UDINE01</b>	<b>D ERFURT05</b>		Social and Behavioural Science (Public Relations)	1	1 week
<b>D ERFURT05</b>	<b>I UDINE01</b>		Social and Behavioural Science (Public Relations)	1	1 week

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>I UDINE01</b>		Italian	English if required		
<b>D ERFURT05</b>		German		B1	

**-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>**

##### **At the University of Erfurt:**

The original transcript of records (no carbon copy is accepted) with the exams done by the German student can be given or sent directly to him/her OR to the International Relations and Mobility Office of D ERFURT05.

The Learning Agreement or the changed Learning Agreement has to be given to the German 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 D ERFURT05:

**<https://www.uni-erfurt.de/en/international/incoming/exchange-students/>**

The teaching buildings and central utilities are gradually being converted to accommodate people with disabilities as part of the modernisation and renovation programme for the university campus. Unfortunately, there are still some access difficulties to some of the buildings, particularly for people in wheelchairs. Fellow students and the staff of the Student Services Department and the International Office are happy to help you. Detailed information can be obtained from each individual faculty or from the university representative for people with severe disabilities:

Schwerbehindertenbeauftragter (University Representative for Students with Disabilities):

Bernhard Becher, Registrar  
Abteilung Studium und Lehre  
Verwaltungsgebäude, Raum 142  
Telephon: +49(0)361/737-5101  
Fax: +49(0)361/737-5009  
schwerbehindertenbeauftragter(at)uni-erfurt.de

The Studentenwerk provides appropriate accommodation for people with disabilities in the residence halls.

#### **F. Calendar**

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

Receiving institution	Autumn term, or full year	Spring term
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[Erasmus code]		
<b>I UDINE01</b>	15 May (nomination)	30 September (nomination)
<b>D ERFURT05</b>	15 June (Nomination and application)	30 November (nomination and application)

- **I UDINE01 / D ERFURT05** 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 / D ERFURT05** 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.

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.

## G. Information

### 1. Grading systems of the institutions

[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>
<b>D ERFURT05</b>	<a href="https://www.uni-erfurt.de/en/international/incoming/exchange-students/planning-your-curriculum/">https://www.uni-erfurt.de/en/international/incoming/exchange-students/planning-your-curriculum/</a>

### 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>D ERFURT05</b>		<a href="https://www.uni-erfurt.de/en/international/incoming/general-">https://www.uni-erfurt.de/en/international/incoming/general-</a>

		<a href="https://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14597">information-for-studying-and-living-in-erfurt/#c14597</a>
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### 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.

**For the University of Erfurt,** please see:

<https://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14596>



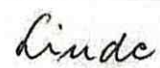
### 4. Housing

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>D ERFURT05</b>		<a href="https://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14591">https://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14591</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	6.11.17		
<b>D ERFURT05</b>	Manuela Linde Head of International Office	Oct 25, 2017		<b>UNIVERSITÄT ERFURT</b> Internationales Büro Nordhäuser Straße 63 99089 Erfurt

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