



# Erasmus+ Programme

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

### **Inter-institutional agreement 2014-2021 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**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
<b>Friedrich Schiller University of Jena</b>	D-JENA01	<b>Institutional Coordinator:</b> Jana Blumenstein, M.A. Fuerstengraben 1 07743 Jena, Germany Tel: +49-3641-931163 Fax: +49-3641-931162 Email:international@uni-jena.de  <b>Departmental Coordinator Business&amp; Economics:</b> Katja ZEIDLER, Dipl.-Hdl. Departmental International Office School of Economics and Business Administration Friedrich Schiller University of Jena Carl-Zeiss-Strasse 3 - Room 4.131 07743 Jena, GERMANY Phone +49 (0)3641 943030 / Fax +49 (0)3641 943032 Email:Katja.Zeidler@uni-jena.de	<a href="http://www.uni-jena.de/en/International_Office.html">http://www.uni-jena.de/en/International_Office.html</a>  <a href="http://www.dio.uni-jena.de/">http://www.dio.uni-jena.de/</a>

		<b>Departmental Coordinator Intercultural Business Communications:</b>  Dr. Fergal Lenehan e-mail: fergal.lenehan@uni-jena.de	<a href="http://www.iwk-jena.de/">http://www.iwk-jena.de/</a>
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<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  ACADEMIC CONTACT: <a href="mailto:iris.jammerneegg@uniud.it">iris.jammerneegg@uniud.it</a>	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in english: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
[...]			

## B. Mobility numbers per academic year

### Student Mobility

FROM	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>code</i> * [ISCED]	<i>name</i> *	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
DE JENA01	I UDINE01	04.1 (3401)	Business Studies with languages	1 <sup>st</sup> ,2 <sup>nd</sup>	2x6 = 12	-
I UDINE01	DE JENA01	04.1 (3401)	Business Studies with languages	1 <sup>st</sup> ,2 <sup>nd</sup>	2x6 = 12	

### Staff Mobility (Teaching, Training)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	<i>Subject area code</i> * [ISCED]	<i>Subject area name</i> *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
D	I	04.1 (3401)	Business Studies with languages	2 weeks	-
I	D	04.1 (3401)	Business Studies with languages	2 weeks	

### 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]
D-JENA01		German	English	B2 recommended	B2 recommended
I UDINE01		Italian	English	B2	

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

### D. Additional requirements

Although University of Jena has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, some infrastructures may not be adequate. The University of Jena would advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility.

Information for incoming students (incl. application procedure) can be found here: [http://www.uni-jena.de/en/guest\\_studies.html](http://www.uni-jena.de/en/guest_studies.html)

Information about the Departmental International Office of the School of Economics can be found here: <http://www.dio.uni-jena.de/en/Students/Incoming/Academic+Information.html>

Information about the School of Economics and Business Administration can be found here: <http://www.wiwiss.uni-jena.de/index.html>

Master courses in business administration: [https://friedolin.uni-jena.de/download/modulkataloge/88\\_021\\_BWL.pdf](https://friedolin.uni-jena.de/download/modulkataloge/88_021_BWL.pdf)

Master courses in economics: [https://friedolin.uni-jena.de/download/modulkataloge/88\\_684\\_Econom.pdf](https://friedolin.uni-jena.de/download/modulkataloge/88_684_Econom.pdf)

Language courses – German as a foreign language: <http://www.uni-jena.de/en/German as a Foreign Language DaF.html>

**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>**

**E. Calendar**

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

<b>Receiving institution</b> [Erasmus code]	<b>Autumn term*</b> [month]	<b>Spring term*</b> [month]
D JENA01	Nomination: June 30 <sup>th</sup> Application: July 15 <sup>th</sup> <a href="http://www.uni-jena.de/en/how_to_apply.html">http://www.uni-jena.de/en/how_to_apply.html</a>	Nomination: December 31 <sup>st</sup> Application: January 15 <sup>th</sup> <a href="http://www.uni-jena.de/en/how_to_apply.html">http://www.uni-jena.de/en/how_to_apply.html</a>
	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](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.

6. 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.

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution usually within 4 -8 weeks after the assessment period has finished at the receiving HEI.

**F. Information**

**1. Grading systems of the institutions**

**Friedrich Schiller University of Jena – general explanation**

[http://www.uni-jena.de/Internationales/Studium\\_in\\_Jena-p-228002/Kurzzeitstudium/ECTS\\_Informationen.html](http://www.uni-jena.de/Internationales/Studium_in_Jena-p-228002/Kurzzeitstudium/ECTS_Informationen.html)

**School of Economics and Business Administration**

<http://www.dio.uni-jena.de/en/Students/Incoming/Grading.html>

**Partner Institution**

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

D JENA 01	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a> 0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_guest_studies_FAQ.html">http://www.uni-jena.de/en/guide_guest_studies_FAQ.html</a> non-EU-nationals will have to apply for student visa before or after arrival
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D JENA 01	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a> 0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_guest_studies_FAQ.html">http://www.uni-jena.de/en/guide_guest_studies_FAQ.html</a> accepted insurances: European Health Insurance Cards or German public student HI
		<b><i>At the University of Udine:</i></b> 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.


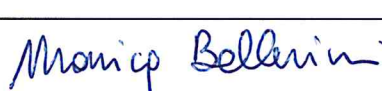

### **4. Housing**

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
D JENA 01	international@uni-jena.de  0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_quest_studies_FAQ.html">http://www.uni-jena.de/en/guide_quest_studies_FAQ.html</a>  <a href="http://www.stw-thueringen.de/english/housing/index.html">http://www.stw-thueringen.de/english/housing/index.html</a>  Deadlines: January 31 <sup>st</sup> , July 31 <sup>st</sup>
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
D-JENA01	Katja Zeidler (Departmental Exchange Coordinator) <b>School of Economics and Business Administration</b>	November 13, 2013	 FRIEDRICH-SCHILLER-UNIVERSITY JENA School of Economics and Business Administration International Office Carl-Zeiß-Strasse 3 D - 07743 JENA
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	13.12.13	 

<sup>1</sup> Scanned signatures are accepted