



European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2018²

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 All the courses of the degree in Public Relations are taught in Gorizia.	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	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in English: http://www.uniud.it/international-area
Friedrich Schiller	D JENA01	Institutional Coordinator:	http://www.uni-

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.

University of Jena		Jana Blumenstein, M.A. Fuerstengraben 1 07743 Jena, Germany Tel: +49-3641-931163 Fax: +49-3641-931162 Email:international@uni-jena.de	jena.de/international
	I UDINE01	Professor/departmental coordinator: Iris JAMMERNEGG iris.jammernegg@uniud.it DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
	D JENA01	Departmental Coordinator: Mari Mielityinen-Pachmann Institut für Bildung und Kultur Am Planetarium 4 07743 Jena Tel: 03641-9 45315 Fax: + 49 (0) 3641 945312 Email:mari.mielityinen@uni-jena.de	

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 student	Duration of stay for each students [number of months]
I UDINE01	D JENA01	319 social and behavioural science-public relations	X			2	6

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 JENA01	I UDINE01	319	X			2	6
		social and behavioural science-public relations					
		1 Education			1 st , 2 nd , 3 rd	2	6

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: 5)
I UDINE01	D JENA01	319	social and behavioural science-public relations	To be defined	1
		05	Education		1
D JENA01	I UDINE01	319	social and behavioural science-public relations		
		05	Education	10 days	1

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		B1 (Italian)	
D JENA01	05	German		B1, better B2	B2 recommended

- Courses held in English can be offered within some study courses. The student can check the list on our web-site: <http://www.uniud.it/international-area>

E. Additional requirements

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:

- <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>

[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.]

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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.

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>

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 letter)	30 September (nomination letter)
D JENA01	Nomination: June 30 th Application: July 15 th	Nomination: December 31 st Application: January 15 th

2. The 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 (such as online nominations etc.).

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc.).

4. The I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

5. Erasmus incoming student at the I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by the 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.

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

This Agreement becomes effective for the period indicated on the first page.

G. Information

1. Grading systems of the institutions

The link to our webpage is

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																																
D JENA01	<p style="text-align: center;">Friedrich Schiller University of Jena</p> <p>Grades (according to local grading scale):</p> <table border="1"> <thead> <tr> <th>German grade</th> <th>verbal definition</th> </tr> </thead> <tbody> <tr> <td>1.0 to 1.5</td> <td>very good (a performance much better than the average demands)</td> </tr> <tr> <td>1.6 to 2.5</td> <td>good (a performance better than the average demands)</td> </tr> <tr> <td>2.6 to 3.5</td> <td>satisfactory (a performance equivalent to the average demands)</td> </tr> <tr> <td>3.6 to 4.0</td> <td>sufficient (performance meets the minimum criteria)</td> </tr> <tr> <td>4.1 to 5.0</td> <td>fail (a performance not sufficient to the average demands considerable shortcomings)</td> </tr> </tbody> </table> <p>ECTS grading scale:</p> <table border="1"> <thead> <tr> <th>ECTS Grade</th> <th>% of successful students normally achieving the grade</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>10</td> </tr> <tr> <td>B</td> <td>25</td> </tr> <tr> <td>C</td> <td>30</td> </tr> <tr> <td>D</td> <td>25</td> </tr> <tr> <td>E</td> <td>10</td> </tr> <tr> <td>FX</td> <td>-*</td> </tr> <tr> <td>F</td> <td>-**</td> </tr> <tr> <td colspan="2">* FAIL - some more work required before credits can be awarded</td> </tr> <tr> <td colspan="2">** FAIL - considerable further work is required</td> </tr> </tbody> </table>	German grade	verbal definition	1.0 to 1.5	very good (a performance much better than the average demands)	1.6 to 2.5	good (a performance better than the average demands)	2.6 to 3.5	satisfactory (a performance equivalent to the average demands)	3.6 to 4.0	sufficient (performance meets the minimum criteria)	4.1 to 5.0	fail (a performance not sufficient to the average demands considerable shortcomings)	ECTS Grade	% of successful students normally achieving the grade	A	10	B	25	C	30	D	25	E	10	FX	-*	F	-**	* FAIL - some more work required before credits can be awarded		** FAIL - considerable further work is required	
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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		http://www.uniud.it/international-

		area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
D JENA01	international@uni-jena.de 0049 3641 931166	http://www.uni-jena.de/en/guide_guest_studies_FAQ.html non-EU-nationals will have to apply for student visa before or after arrival

3. Insurance

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 JENA 01	international@uni-jena.de 0049 3641 931166	http://www.uni-jena.de/en/guide_guest_studies_FAQ.html accepted insurances: European Health Insurance Cards or German public student HI

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		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng
D JENA01	international@uni-jena.de 0049 3641 931166	http://www.uni-jena.de/en/guide_guest_studies_FAQ.html http://www.stw-thueringen.de/english/housing/index.html

		Deadlines: January 31 st , July 31 st
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H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	15/11/13	<i>Monica Ballerini</i>	
D JENA01	Dr. Mari Mielityinen- Pachmann	30.10. 2013	<i>Mari Mielityinen-Pachmann</i>	

⁷ Scanned signatures are accepted