



**Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2020/2021
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

Name of the institution	Erasmus code	Contact details ¹ (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	<u>Claudia.schileo@uniud.it</u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service <u>iss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Departmental Coordinator Davide Zoletto Email: davide.zoletto@uniud.it	<u>https://www.uniud.it/en/uniud-international/incoming-exchange-students</u> general course catalogue: <u>https://www.uniud.it/en/education/offer</u> courses held in english: <u>https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</u>
UNIVERSIDAD DE BURGOS	E BURGOS01	Institutional Coordinator: Dr. Elena Vicente, Vice-Rector for Internationalization – <u>sec.relacionesinternacionales@ubu.es</u> International Office: Address: C/ Juan de Austria nº1-09001- Burgos (Spain) Tel: +34 947 25 8840 Head of the Office:	<u>www.ubu.es</u>

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Ms Cristina Zaldivar E-mail: relin@ubu.es</p> <p>Incoming students: Ms. Asunción Albuin E-mail: relin3@ubu.es</p> <p>Outgoing students: Ms Reyes Ortúñez E-mail: relin4@ubu.es</p> <p>Agreements- STA-STT: Ms. Belén González- E-Mail: relin2@ubu.es</p> <hr/> <p>Academic Coordinator Concetta María Sigona Email: cmsigona@ubu.es Tfno: +34 947258059</p>	
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B. Mobility numbers per 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 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 Total number of months of the study periods or average duration	Student Mobility for Training Total number of months of the training periods or average duration
I UDINE01	E BURGOS01	0110	Education not further defined	Full cycle	2x6 months for each student	-----
E BURGOS01	I UDINE01	0110	Education not further defined	1st	2x6 months for each student	-----

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I UDINE01	E BURGOS01	0110	Education not further defined	1x5 days, 8 hours	-----
E BURGOS01	E BURGOS01	0110	Education not further defined	1x5 days, 8 hours	-----

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]
I UDINE01		Italian A2			
E BURGOS 01		Spanish	English(*) (*) Limited number of courses in English	Spanish 1st cycle: B1 English 1st cycle: B2	English B2

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 Italian exchange students can be given or sent directly to them OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement and any changes made to the original Learning Agreement have to be given to the Italian student who will submit them to the approval of the academic coordinator.

Incoming Erasmus students/partner universities can check the information about extension of the study period and changes to the original Learning Agreement on the website of I UDINE01:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I UDINE01	iss@uniud.it +39-0432-556497	www.uniud.it

University of Burgos:

The possibility of fulfilling Final Projects or Internships or Practical Courses that require a tutor, has to be discussed and arranged with the corresponding academic coordinators before including it in the learning agreement.

² 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>

Facilities for disabilities. University of Burgos has the infrastructure to welcome students and staff with disabilities and has a Unit that takes care of them. Each case is considered individually.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E BURGOS01	Contact person: Ms. Asunción Albuín Delgado Phone: +34 947 25 88 40 Email: relin3@ubu.es	http://www.ubu.es/es/apoyodiscapacidad

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term* [month]
I UDINE01	15 May (nomination)	30 September (nomination)
E BURGOS01	15th May: nomination 30th May: application	15th October for nomination 30th October for application

2. The receiving institution will send its decision **within 8 weeks**.

3. A Transcript of Records will be issued by the receiving institution no later than **4 weeks** after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of any other nomination modality by partner Universities (such as online nominations etc...).

- **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.

- Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.

F. Information

1. Grading systems of the institutions

[Erasmus code]	WEB PAGE
I UDINE01	https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects

University of Burgos:

The Spanish grading system is based on a 0-10 scale, being 5 the passing grade. The names of the grades in Spanish are:

Matrícula de honor (outstanding)	10
Sobresaliente (excellent)	9 to 9,9
Notable (very good)	7-8 to,9
Aprobado (from pass to good)	5 to 6,9
Suspense (fail)	0 to 4,9

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	ISS@uniud.it	https://www.uniud.it/en/uniud-international/incoming-exchange-students
E BURGOS_01	Contact person: Ms. Asunción Albuín Delgado Phone: +34 947 25 88 40 Email: relin3@ubu.es	http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students

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
I UDINE01	iss@uniud.it	<i>At the University of Udine:</i> Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period. EU students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.
E BURGOS01	Incoming students Contact person: Ms. Asunción Albuín Delgado Phone: +34 947 25 88 40 Email: relin3@ubu.es	http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students





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
E BURGOS01	Incoming students. Contact person: - Ms. Asunción Albuín Delgado Phone: +34 947 25 88 40 Email: relin3@ubu.es	http://www.ubu.es/es/english-information/the-international-office/guide-for-foreign-students-and-visitors/what-to-do-upon-arrival/erasmus-exchange-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³ and Stamp/ Seal
I UDINE01	Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio	05/06/19 	
E BURGOS01	Dra. Elena VICENTE DOMINGO Vice-Rector for Internationalization, Mobility and Cooperation		

³ Scanned signatures are accepted