European Commission

University of Udine

Erasmus + Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2015-2018
between programme countries
[Minimum requirements][1]

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[2] (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE *International Relations and Mobility Office* v. Palladio, 8 33100 UDINE ITALY	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
	I UDINE01	Academic contact: Lara Manzocco PhD Dipartimento di Scienze degli Alimenti Fax: +39.0432.558130 Phone:+39.0432.558152 Email:lara.manzocco@uniud.it	
University College Dublin School of Agriculture and Food Science	IRL DUBLIN02	International Office address: Catherine Convery European Programmes Officer International Office Email	www.ucd.ie/international Course Catalogue:

[1] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
[2] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Belfield, Dublin 4, Ireland		catherine.m.convery@ucd.ie Tel +353 1 7168491 Fax +353 1 7161165 Academic contact: James Lyng PhD Fax: +353 (0)1-7161147 Phone: +353 (0)1 7167710 Email: james.lyng@ucd.ie	www.ucd.ie/students/cou rse_search.htm

B. Student Mobility numbers[3] 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 [1st cycle, or undergra duate]	Study cycle [2nd cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	IRL DUBLIN02	541 Food Science	X	X	X	2	6
IRL DUBLIN02	I UDINE01	541 Food Science	X	X	X	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	Avarage duration in weeks (minimum of teaching hours required: 8)
I UDINE01	IRL DUBLIN02	541 Food Science	Food technology	1	1
IRL DUBLIN02	I UDINE01	541 Food Science	Food technology	1	1

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[3] 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. 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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English	B1	
IRL DUBLIN02		English		B1	B2

-**_At the University of Udine:_** 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

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**

IRL DUBLIN02: UCD welcomes students with disabilities and they may receive support from our Access Centre (http://www.ucd.ie/openingworlds/ucdaccesscentre/). Partner institutions are advised to contact the International Office as early as possible if they intend to nominate a student with a disability so we can ensure that suitable supports are available.

F. Calendar

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

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[4] 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

Receiving institution [Erasmus code]	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
IRL DUBLIN02	Nomination: 1 May (email to erasmus@ucd.ie) Application: 15 May	Nomination: 1 October (email to erasmus@ucd.ie) Application: 15 October

- **I UDINE01** will send a detailed Erasmus nomination list <u>by e-mail</u>. 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 <u>iss@uniud.it</u>). **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.

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

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
IRL DUBLIN02	http://www.ucd.ie/registry/assessment/student_info/gradingguidestudents2013-2014.pdf

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
IRL DUBLIN02	erasmus@ucd.ie	http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/visa-and-immigration/

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.

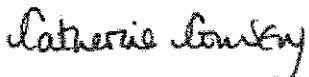IRL DUBLIN02: Please direct queries to erasmus@ucd.ie.

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
IRL DUBLIN02	erasmus@ucd.ie	http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/accommodation/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	14.10.2014	*Monica Ballerini*	
IRL DUBLIN02	Catherine Convery Erasmus Institutional Co-ordinator	03 October 2014	*Catherine Convery*	

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[5] Scanned signatures are accepted