



Erasmus+ Programme

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

Inter-institutional¹ agreement

2014/2015-2020/2021

between programme countries

[Minimum requirements]²

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 (and department, where relevant)	Erasmus code	Contact details ³ (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	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229	http://www.uniud.it/international-area/incoming-mobility general course catalogue:

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		phone: +39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Academic contact: prof. Fabbro Sandro Sandro.fabbro@uniud.it	http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/international-area
Technische Universität Wien	A WIEN02	Andreas Zemann ERASMUS Institutional Coordinator International Office Gußhausstraße 28, 1040 Wien Phone: +43 1 58 801-41552 Fax: +43 1 58 801-41599 Email: andreas.zemann@tuwien.ac.at	www.tuwien.ac.at/international
Faculty of Spatial Planning		Petra Hirschler ERASMUS Departmental Coordinator Fachbereich Regionalplanung und Regionalentwicklung Operngasse 11, 1040 Wien	www.tuwien.ac.at/international

		Phone: +43 1 58 801-28070 Fax: +43 1 58 801- 280098 Email: petra.hirschler@tuwi en.ac.at	
--	--	--	--

B. Mobility numbers⁴ per academic year

[Paragraph to be added, 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 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 Traineeship *
I UDINE01	A WIEN02	581	Architecture, Urban and Regional Planning	2nd and 3rd	1 x 10	
A WIEN02	I UDINE01	581	Architecture, Urban and Regional Planning	2nd and 3rd	1 x 10	

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that*

⁴ 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>)

they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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	A WIEN02	581	Architecture, Urban and Regional Planning	1	
A WIEN02	I UDINE01	581	Architecture, Urban and Regional Planning	1	

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English	A1 (Italian. Certificate not required)	
A WIEN02		German	English	B2	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>

⁵ 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>

D. 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>

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 letter)	30 September (nomination letter)
A WIEN02	May 31st	December 15th

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within
A WIEN02: 4 weeks

3. A Transcript of Records will be issued by the receiving institution

A WIEN02: transcripts of records can be printed out by students approx. within 4 weeks after the examinations period. Verification is given by bar-code.

- **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). **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.

4. Termination 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.

F. Information

1. Grading systems of the institutions

AWIEN02:

Austrian grade	ECTS grade	Translation
sehr gut (1)	A	very good – outstanding performance (10%)
gut (2)	B	good – generally sound work with some minor errors
befriedigend (3)	C	satisfactory – fair but with significant shortcomings
genügend (4)	D/E	sufficient – performance meets the minimum criteria
nicht genügend (5)	F/FX	fail

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

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
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international

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		<p><i>At the University of Udine:</i> Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

A WIEN02	exchanging@tuwien.ac.at	www.tuwien.ac.at/international
----------	--	--

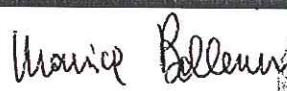

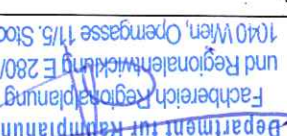
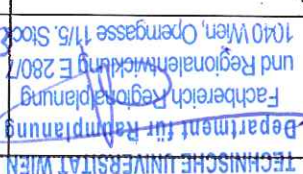
4. Housing

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
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	27.11.13	 
A WIEN02	Petra Hirschler ERASMUS Departmental Coordinator	5.12.2013	 

⁶ Scanned signatures are accepted