



University of Udine

Erasmus + Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020²
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 details⁴ (email, phone)	Website (e.g. of the course catalogue)
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<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-	<u>http://www.uniud.it/international-area/incoming-mobility</u> general course catalogue: <u>http://www.uniud.it/didattica/facolta</u> courses held in

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.

		556218/556497	English: http://www.uniud.it/international-area
KU Leuven Faculty of Engineering Technology	B LEUVEN01	Institutional Coordinator : Elke Timmermans tel. : +3216323767 e-mail : elke.timmermans@int.kuleuven.be Faculty coordinator: Dr. Kris Willems, Dean of the faculty Kris.willems@iiw.kuleuven.be Faculty Erasmus+ coordinator : Hilde Lauwereys International.iiw@kuleuven.be	Faculty website: www.iiw.kuleuven.be ECTS Information package : http://www.kuleuven.be/education/ects/package.html
	I UDINE01	Professor/departmental coordinator: Antonino MORASSI antonino.morassi@uniud.it DICA - DIPARTIMENTO DI INGEGNERIA CIVILE E ARCHITETTURA	

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	B LEUVEN01	582 Building and civil engineering	X	X	X	1	6
B LEUVEN01	I UDINE01	582 Building and civil engineering	X	X	X	1	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: 8)
I UDINE01	B LEUVEN01	582	Building and civil engineering	To be defined	1
B LEUVEN01	I UDINE01	582	Building and civil engineering	To be defined	1

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. 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	English	A1 (Italian)	
B LEUVEN 01			English	B1	C1

- 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>

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>

- <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.]

D. Additional requirements

KU Leuven (B LEUVEN01)

All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility : <http://www.kuleuven.be/admissions/> . All incoming students are required to register via this website.

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website : <http://www.kuleuven.be/welcome/>

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute : http://ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities : <http://www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html>

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)
B LEUVEN01	The academic calendar can be found on http://www.kuleuven.be/english/about/ Deadline for autumn semester: 18 th April 2014	The academic calendar can be found on http://www.kuleuven.be/english/about/ Deadline for spring semester: 15 th October 2014

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.

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
B LEUVEN 01	www.iw.kuleuven.be/english

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
B LEUVEN	Ms. Trees Deloddere (Head of Int. Adm. and	http://www.kuleuven.be/admission

01	Mobility) Mr. Christophe Prince http://www.kuleuven.be/admissions/contact/index.html	s/travelling/visa.html

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.

B LEUVEN 01	Int. Adm. and Mobility Case Administrator http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/english/services/insurances/
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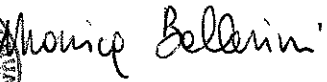
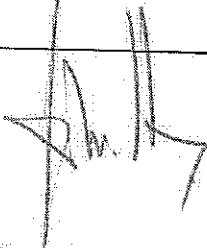
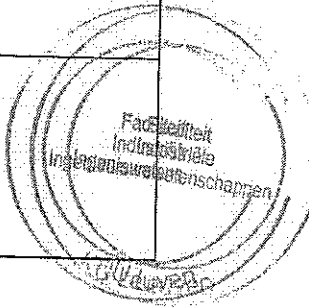
4. Housing

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
B LEUVEN01	For housing in Leuven	http://www.kuleuven.be/studenten/voorzieningen/accommodation/
	For housing on a campus in Ostend, Gent, Aalst, Sint-Katelijne-Waver, Geel, Diepenbeek	Contact: International.fet@kuleuven.be

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility			6/12/13
B LEUVEN 01	Prof.dr. K. Willems Dean Faculty of Engineering Technology	25/11/13		

⁷ Scanned signatures are accepted

Information sheet – Faculty of Engineering Technology KULeuven

The dean's office of the faculty is located at:

Willem De Croylaan 6 – 3001 Heverlee (Leuven) – Belgium
Tel. +32 16 37 22 93
International.fet@kuleuven.be

The faculty campuses:

KULeuven@Ostend – Campus KULAB
Zeedijk 101, 8400 Ostend, BE – Tel. +32 59 56 90 00
Renaat De Craemer renaat.decraemer@kuleuven.be

KULeuven@Gent - Technologicampus KAHO Sint-Lieven
Gebr. De Smetstraat 1, 9000 Gent, BE- 32 9 265 86 10
Ilse Roelandt ilse.roelandt@kuleuven.be

KULeuven@Sint-Katelijne-Waver – Campus De Nayer
Jan De Nayerlaan 5, 2860 Sint-Katelijne-Waver, BE - Tel. 32 15 31 69 44
Peter Arras peter.arras@kuleuven.be

KULeuven@Geel – Campus Geel
Kleinhoefstraat 4, 2440 Geel, BE – Tel. 32 14 56 23 10
Karel De Koninck karel.dekoninck@kuleuven.be

KULeuven@Leuven – Campus Group T
Andreas Vesaliusstraat 13, 3000 Leuven, BE – Tel. 32 16 30 10 30
Wim Polet wim.polet@kuleuven.be

KULeuven@Diepenbeek – Campus Diepenbeek
Agoralaan, gebouw B bus 1, 3690 Diepenbeek – Tel. 32 11 23 07 70
Greet Raymaekers greet.raymaekers@kuleuven.be