



European Commission



University of Udine

**Erasmus + Programme**  
**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2014-2020<sup>2</sup>**  
**between programme countries**  
**[Minimum requirements]<sup>3</sup>**

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 <sup>4</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <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 +39-0432-556218/556497	<u><a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a></u>  general course catalogue: <u><a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a></u>  courses held in English: <u><a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a></u>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	I UDINE01	<b>Professor/departmental coordinator:</b> Maurizio MASSARO maurizio.massaro@uniud.it DIES - DIPARTIMENTO DI SCIENZE ECONOMICHE E STATISTICHE	
	UK PAISLEY01	<b>Institutional Coordinator</b> Norman MacMillan Regional Manager (Europe), Department of Corporate Marketing, University of the West of Scotland, High Street, Paisley, Scotland PA1 2BE.  TEL: 00 44 (0)141 848 3353 Mobile: 00 44 (0)7730192692  norman.macmillan@uws.ac.uk  <b>Departmental Coordinator</b> School of Business, Nondas Pitticas TEL: 00 44 (0)141 848 3471 nondas.pitticas@uws.ac.uk	<a href="http://www.uws.ac.uk">www.uws.ac.uk</a>

### B. Student Mobility numbers<sup>5</sup> 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 <sup>st</sup> cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	UK PAISLEY01	340 Business and Administration	X	1	6

<sup>5</sup> 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>

UK PAISLEY01	I UDINE01	340	X	1	6
		Business and Administration			

### 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	UK PAISLEY01	340	Business and Administration		
UK PAISLEY01	I UDINE01	340	Business and Administration		

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English (only for P courses)	B1(ITA)/B2(ENG for P Courses)	
UK		English		B2	Normally B2

<sup>6</sup> 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>

- 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**

### **UK PAISLEY 01**

#### **Selection and Admission**

1. All Students must have completed at least one year of full-time study at the Home Institution prior to commencement of the Student Exchange.
2. Student Candidates must meet all normal entry criteria as applied to students at the Host Institution, including any language requirements.
3. The Host Institution reserves the right to reject Student Candidates put forward by the Home Institution on academic grounds.
4. Neither Institution will deny participation to students on the grounds of race, colour, religion, sexuality, national origin, gender, creed, age or disability.
5. Students will normally be admitted as full-time, non-graduating exchange students at the Host Institution. If any exchange student is seeking to undertake study which would lead to an award from UWS, they should declare this at the point of application.
6. The Home Institution will advise Exchange Students pre-departure on the academic and cultural differences at the Host Institution and in the host community.
7. The Host Institution will provide an Adviser who will be available to meet with the Exchange Students within the first week after arrival at a UWS campus and act as a point of contact during the Student Exchange.

#### **2 Course of Study**

1. Exchange Students will enrol in a standard full-time study load and complete all relevant assessment in accordance with the rules and policies of the Host Institution.
2. The Host Institution must advise the Home Institution immediately if an Exchange Student withdraws from or fails to complete their approved course.

#### **3 Tuition Fees and Other Costs**

1. Exchange Students accepted under this Agreement are exempt from tuition fees at the Host Institution and will continue to pay their normal tuition fee to the Home Institution.
2. Exchange Students may be charged other normal fees as students of the Host Institution.
3. All living costs (including travel and accommodation costs) are the responsibility of the participating students and neither Institution is responsible for these costs.

#### **4 Access and Regulation**

1. Exchange Students are entitled to the same rights and privileges (including academic and library resources, and student support services), as students normally enrolled at the Host Institution.

2. Exchange Students are subject to the same rules and regulations as students normally enrolled at the Host Institution. Exchange Students continue to be subject to the rules and regulations of the Home Institution whilst at the Host Institution.
3. The Host Institution will provide Exchange Students with a full and clear orientation to the Institution, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
4. The Host Institution will comply with all relevant health and safety legislation of the country in which the Host Institution is located.
5. In cases of serious accidents or incidents involving the Exchange Student or breaches of discipline by the Exchange Student, the Host Institution will advise and consult with contacts at the Home Institution.

## **I UDINE01**

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.]*

## **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)

UK PAISLEY01	Nominations: 31 <sup>st</sup> May	Nominations: 30th September
	Applications: 30 <sup>th</sup> June	Applications: 31st October

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](mailto: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	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>			
UK PAISLEY01	UWS ECTS Grading Scheme	UWS Grade	UWS percentage mark	Equivalent Scottish Honours classification
	A	A	>70	First class
	B	B1	60 – 69	Upper second class
	C	B2	55 – 59	Lower second class
	D	B2	50 – 54	Lower second class
	E	C	40 – 49	Third Class

		FX	D	30 – 39	Fail
		F	E	<30	Fail

## 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		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>
UK PAISLEY01	admissions@uws.ac.uk	<a href="http://www.uws.ac.uk/international-students/preparation-and-arrival-advice/immigration/">http://www.uws.ac.uk/international-students/preparation-and-arrival-advice/immigration/</a>

## 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
I UDINE01		
UK PAISLEY01	Jacqueline Thomson <a href="mailto:Jacqueline.thomson@uws.ac.uk">Jacqueline.thomson@uws.ac.uk</a> 0044 141 848 3181	Inbound Students <a href="http://www.uws.ac.uk/accommodation/">http://www.uws.ac.uk/accommodation/</a>  <a href="mailto:insurance@uws.ac.uk">insurance@uws.ac.uk</a>




#### 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		<a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
UK PAISLEY01	Dot.webster@uws.ac.uk	<a href="http://www.uws.ac.uk/standardpb.aspx?pageid=2147516567&amp;terms=accommodation">http://www.uws.ac.uk/standardpb.aspx?pageid=2147516567&amp;terms=accommodation</a>

#### H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	May 2014		
UK PAISLEY01	Donna McMillan University Registrar and Secretary	27th June 2014		

<sup>7</sup> Scanned signatures are accepted