



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020/21 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 (and department, where relevant)	Erasmus code	Contact details (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 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. Elisabetta Bergamini Elisabetta.bergamini@uniud.it	http://www.uniud.it/international-area/incoming-mobility general course catalogue: https://next.uniud.it/it/didattica courses held in english: http://www.uniud.it/international-area

Universität Kassel	D KASSEL01	<p>Institutional Coordinator Britta Wöbbeking, Universität Kassel, International Office, Mönchebergstr. 19, 34109 Kassel, Germany; Phone: +49 561 804-7159 Fax: +49 561 804-3513 Email: erasmus@uni-kassel.de</p> <hr/> <p>Departmental Coordinator Prof. Dr. Peter Rott, FB07 Wirtschaftswissenschaften, Nora-Platiel-Straße 4, 34127 Kassel; Phone: +49 561 804-7304; Email: rott@uni-kassel.de</p> <p>Contact person for incoming students Sabine Ernst Mönchebergstr. 19, 34109 Kassel, Germany Phone: +49 561 804-2205 Email: sabineernst@uni-kassel.de</p>	<p>Website: http://www.uni-kassel.de/</p> <p>Course List: http://www.uni-kassel.de/go/courses-list</p>
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B. Mobility numbers 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 Staff Mobility for Training * [total number of days of teaching periods]	
I UDINE01	D KASSEL01	Not specified	Law	2 teachers * 14 days	-
D KASSEL01	I UDINE01	Not specified	Law	2 teachers * 14 days	-

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
I UDINE01		Italian	English		English
D KASSEL01		German	English		English or German 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

Kassel university welcomes students and staff members with disabilities, however acceptance requires approval (in case of students: during the online nomination period, in case of staff members: when applying).

¹ 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>

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)
D KASSEL01	Application deadline: July 15 Term dates: October 1 st – March 31 st	Application deadline: January 15 Term dates: April 1 st – September 30 th

- **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.

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

2. The receiving institution will send its decision within 4 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

If one of the partners wishes to modify or terminate the agreement, they have to inform the partner 1 year in advance before the changes in the agreement take place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

D KASSEL01: German Grading System

The results of the exams passed by Erasmus students is represented by a mark based on the national system: <http://www.uni-kassel.de/uni/internationales/english-version/studies/study-programmes/degrees/ects-guide.html>

[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
D KASSEL01	visa-info@uni-kassel.de +49(0)561 804 2103	www.uni-kassel.de/en -> Study -> Exchange Programmes

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		<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. Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.
D KASSEL01	Ms. Sabine Ernst sabineernst@uni-kassel.de +49(0)561 804 2205	www.uni-kassel.de/en -> Study -> Exchange Programmes




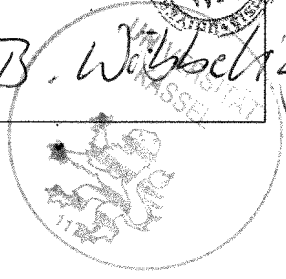
4. Housing

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/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
D KASSEL01	Ms. Otto +49 (0)561 804 2572 m.otto@studentenwerk.uni-kassel.de	http://www.studentenwerk-kassel.de/index.php?id=66&L=1

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	10-11-14	 
D KASSEL01	Britta Wöbbing Head of International Office	9/12/ 2014	 

² Scanned signatures are accepted