



# Erasmus+ Programme

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

## **Inter-institutional agreement 2014-15** **between programme countries**

### **[Minimum requirements]**

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**

<b>Name of the institution</b>	<b>Erasmus code</b>	<b>Contact details</b>	<b>Website</b>
VIA University College, the School of Technology and Business  <i>International Office Chr. M. Østergaards Vej 4 DK-8700 Horsens Denmark</i>	DK RISSKOV06	Contact person in charge of this agreement and staff exchange visits:  <b>Thea Thaysen</b>  E-mail: <a href="mailto:thea@viauc.dk">thea@viauc.dk</a> Tel.: +45 8755 4021  ***** Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil Engineering:  <b>Hanne Miller</b>	Website: <a href="http://www.viauc.com">www.viauc.com</a>

		<p>E-mail: <a href="mailto:hami@viauc.dk">hami@viauc.dk</a>          Tel.: +45 8755 4319          *****          Contact person in charge of admission of students for Global Business Engineering, Mechanical Engineering, ICT Engineering or International Sales and Marketing Management:  <b>Lise Hjerrild</b>          E-mail: <a href="mailto:lh@viauc.dk">lh@viauc.dk</a>          Tel.: +45 8755 4318</p>	
<p><b>UNIVERSITY OF UDINE</b>  <i>International Relations and Mobility Office</i>          v. Palladio, 8          33100 UDINE          ITALY</p>	I UDINE01	<p><a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a>          outgoing mobility &amp; Erasmus Studio Agreements          Fax +39-0432-556229          phone: +39-0432-556221          International Student Service  <a href="mailto:iss@uniud.it">iss@uniud.it</a>          incoming exchange mobility          fax +39-0432-556496          phone +39-0432-556218/556497          Academic contact:          Prof. Bosa Silvia  <a href="mailto:silvia.bosa@uniud.it">silvia.bosa@uniud.it</a></p>	<p><a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>          general course catalogue:  <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>          courses held in english:  <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a></p>

## B. Mobility numbers per academic year

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
DK RISSKOV 06	I UDINE01	073 (582)	Architecture and building (Civil Engineering)	1st	2 students 1 term	N/A

I UDINEO 1	DK RISSKOV 06	073 (582)	Architecture and building (Civil Engineering)	1st	2 students 1 term	N/A
------------------	---------------------	-----------	--	-----	----------------------	-----

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
DK RISSKOV 06	I UDINE01	073 (582)	Architecture and building (Civil Engineering)	2 days/8 hours	5 days
I UDINEO 1	DK RISSKOV 06	073 (582)	Architecture and building (Civil Engineering)	3 days/8 hours	5 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	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
DK RISSKOV06		English		B1 – no certificate required	B2 – no certificate required
I UDINE01		Italian	english		

**-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>

## D. Additional requirements

### DK RISSKOV06:

1. New students will be welcomed by our Tutor Society as well as the International Coordinator and Academic Coordinator of the exchange programme. When receiving the Acceptance Letter, the incoming students will learn more about study start. Students may also rely on the following website for practical information on Denmark and VIA University College:  
<http://www.viauc.com/students/information/Pages/information-about-studies.aspx>
2. VIA University College, the School of Technology and Business in Horsens, welcomes students and staff with disabilities, as our institution has the required infrastructure: elevators, bathroom facilities, etc.

### 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	Autumn term	Spring term
DK RISSKOV06	1 May	1 November
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

- **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](mailto: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
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 2 weeks after the assessment period has finished at the receiving HEI.
  4. Termination of the agreement: The present agreement becomes effective upon the signature of the present document and will be valid for the academic year(s) stated in the agreement. It is renewable for another academic year upon mutual consent from the each party. 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

#### **DK RISSKOV06:**

The grading system in Denmark applies to all educational institutions. The seven-point scale allows you to easily convert your Danish grades to ECTS credits according to the EU's European Credit Transfer and Accumulation System. For more information, please visit: <http://studyindenmark.dk/study-in-denmark/the-danish-way-of-teaching-1/the-danish-grading-system>

#### **I UDINE01:**

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>

### 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
DK RISSKOV06	<p>Contact person in charge of admission of students for Architectural Technology and Construction Management or Civil Engineering:</p> <p><b>Hanne Miller</b></p> <p>E-mail: <a href="mailto:hami@viauc.dk">hami@viauc.dk</a> Tel.: +45 8755 4319</p> <p>*****</p> <p>Contact person in charge of admission of students for Global Business Engineering, Mechanical Engineering, ICT Engineering or International Sales and Marketing Management:</p> <p><b>Lise Hjerrild</b></p> <p>E-mail: <a href="mailto:lh@viauc.dk">lh@viauc.dk</a> Tel.: +45 8755 4318</p>	<p><a href="http://www.viauc.com/students/visa-and-insurance/Pages/visa-and-insurance.aspx">http://www.viauc.com/students/visa-and-insurance/Pages/visa-and-insurance.aspx</a></p>
I UDINE01		<p><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></p>

### **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:

<b>Institution</b>	<b>Contact details</b>	<b>Website for information</b>
DK RISSKOV06	<p>Contact person in charge of admission of students for Architectural Technology and</p>	<p><a href="http://www.viauc.com/students/visa-and-insurance/Pages/visa-and-insurance.aspx">http://www.viauc.com/students/visa-and-insurance/Pages/visa-and-insurance.aspx</a></p>

	<p>Construction Management or Civil Engineering:</p> <p><b>Hanne Miller</b></p> <p>E-mail: <a href="mailto:hami@viauc.dk">hami@viauc.dk</a>  Tel.: +45 8755 4319  *****</p> <p>Contact person in charge of admission of students for Global Business Engineering, Mechanical Engineering, ICT Engineering or International Sales and Marketing Management:</p> <p><b>Lise Hjerrild</b></p> <p>E-mail: <a href="mailto:lh@viauc.dk">lh@viauc.dk</a>  Tel.: +45 8755 4318</p>	
I UDINE01		<p><b><u>At the University of Udine:</u></b> 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>

#### **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:

<b>Institution</b>	<b>Contact details</b>	<b>Website for information</b>
DK RISSKOV06	VIA collaborates with the independent housing association, Drosselbo.	<a href="http://www.drosselbo.com">www.drosselbo.com</a>

	E-mail: <a href="mailto:adm@drosselbo.com">adm@drosselbo.com</a> Phone: +45 2634 3420	
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>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution	Name, function	Date	Signature
DK RISSKOV06 	Konstantin Lassithiotakis, vice-rector		
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	2/12/13	