



European Commission



University of Udine

**Erasmus + Programme**  
**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2014-2020**  
**between programme countries**

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**

Institution	Erasmus code	Contact details (email, phone)	Website
<b>UNIVERSITY OF UDINE</b> International Relations and Mobility Office v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & 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	<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>
Université de Liège	B LIEGE01	<b>Institutional coordinator:</b> Ms. Dominique d'Arripe <b>Contact bilateral agreements:</b> International Office - Ms. Christine Reynders Place du 20-août, 7 (bât. A1), B-4000 Liège Tel. +32 4 366 46 09 - <a href="mailto:christine.reynders@ulg.ac.be">christine.reynders@ulg.ac.be</a>	General information: <a href="http://www.ulg.ac.be">www.ulg.ac.be</a> Erasmus incoming information: <a href="http://www.ulg.ac.be/erasmus/in">www.ulg.ac.be/erasmus/in</a>
	I UDINE01	<b>Professor/departmental coordinator:</b> Leonardo QUARESIMA <a href="mailto:leonardo.quaresima@uniud.it">leonardo.quaresima@uniud.it</a> DIBE - DIPARTIMENTO DI STORIA E TUTELA DEI BENI CULTURALI	
	B LIEGE01	<b>Professor/departmental coordinator:</b> Prof. Geneviève Van Cauwenberge Administrative contact: Ms. Delphine Vanneste <a href="mailto:Delphine.vanneste@ulg.ac.be">Delphine.vanneste@ulg.ac.be</a>	Courses catalogue: <a href="http://progcoours.ulg.ac.be">progcoours.ulg.ac.be</a>

**B. Student Mobility numbers<sup>1</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	TO	Subject area code ISCED 2013* + Subject area name	Study cycle [1 <sup>st</sup> cycle or undergraduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	B LIEGE01	0211 Audio-visual techniques and media production, film studies		X		5	10
B LIEGE01	I UDINE01	0211 Audio-visual techniques and media production, film studies		X		5	10

\*<http://www.uis.unesco.org/Education/Documents/iscde-37c-fos-review-222729e.pdf>

<sup>1</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>)

### C. Teaching Staff Mobility per academic year

FROM	TO	Subject area code ISCED 2013*	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 LIEGE01	0211	Audio-visual techniques and media production, film studies	To be defined	1
B LIEGE01	I UDINE01	0211	Audio-visual techniques and media production, film studies	To be defined	1

### 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian		A1	
B LIEGE01	All	French	English	B1 (exception: for Business and Economics courses: B2). More information: <a href="http://www.ulg.ac.be/cms/c_14110/fr/exigences-linguistiques">http://www.ulg.ac.be/cms/c_14110/fr/exigences-linguistiques</a>	B2

- 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>
- <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>

### B LIEGE01:

- Integration of mobile students: Welcome Days, tutoring, French lessons: [www.ulg.ac.be/erasmus/in](http://www.ulg.ac.be/erasmus/in).
- Disabled students: [www.ulg.ac.be/etudiants/handicap](http://www.ulg.ac.be/etudiants/handicap)
- The yearly updated information sheet for incoming students (application procedure,...) will be provided with this agreement.

### F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Institution	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
B LIEGE01	15 May (online) - 31 May (printed)	1 November (online) - 15 November (printed)

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 October of the following new academic year.

<sup>2</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>

**B LIEGE01:**

1. Applications through [www.ulg.ac.be/erasmus/in/dossier](http://www.ulg.ac.be/erasmus/in/dossier)
2. The receiving institution will send its decision within 5 weeks from the application deadline.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

In case of earlier unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 June of year N will only take effect as of 1 September of year N+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**G. Information****1. Grading systems of the institutions**

The link to our webpage is

Institution	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>
B LIEGE01	<a href="http://www.ulg.ac.be/cms/c_14663/exams">www.ulg.ac.be/cms/c_14663/exams</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:

Institution	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>
B LIEGE01	<a href="mailto:mobil.in@ulg.ac.be">mobil.in@ulg.ac.be</a> , +32 4 366 5547/4166	<a href="http://www.ulg.ac.be/cms/c_14084/preparation-au-depart">www.ulg.ac.be/cms/c_14084/preparation-au-depart</a>

**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:

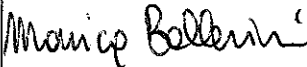

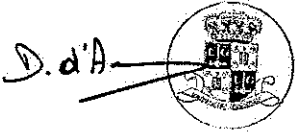
Institution	Contact details (email, phone)	Website for information
I UDINE01	Non EU students can provide personally to get a private insurance in order to obtain the VISA for the study period. EU students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.	
B LIEGE01	<a href="mailto:mobil.in@ulg.ac.be">mobil.in@ulg.ac.be</a> , +32 4 366 5547/4166	<a href="http://www.ulg.ac.be/erasmus/in/sante">www.ulg.ac.be/erasmus/in/sante</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	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>
B LIEGE01	<a href="mailto:Sofia.Lothe@ulg.ac.be">Sofia.Lothe@ulg.ac.be</a> , +32 4 366 52 23	<a href="http://logement.ulg.ac.be">http://logement.ulg.ac.be</a>

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

Institution	Name, function	Date	Signature <sup>3</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	17/12/13		
B LIEGE01	Ms. Dominique d'Arripe Institutional Coordinator	16/12/2013		

<sup>3</sup> Scanned signatures are accepted



## STUDENT MOBILITY Information Sheet 2013-2014

<b>Name of the institution</b>	Université de Liège
<b>Erasmus Code</b>	B LIEGE01
<b>Website</b>	<a href="http://www.ulg.ac.be">http://www.ulg.ac.be</a>
<b>Head of institution</b>	Prof. Bernard RENTIER, Recteur

<b>International Office</b>	Relations internationales place du 20-Août, 7 (Bât. A1) - B-4000 Liège - Belgique Fax : +32 4 366 57 25
<b>Head of the office</b>	Patricia PETIT Tel. : +32 4 366 56 34 - <a href="mailto:patricia.petit@ulg.ac.be">patricia.petit@ulg.ac.be</a>
<b>Institutional Erasmus Coordinator</b>	Dominique D'ARRIPE Tel. : +32 4 366 52 35 - <a href="mailto:dominique.darripe@ulg.ac.be">dominique.darripe@ulg.ac.be</a>
<b>Bilateral agreements</b>	Christine REYNDERS Tel. : +32 4 366 46 09 - <a href="mailto:christine.reynders@ulg.ac.be">christine.reynders@ulg.ac.be</a>
<b>Incoming students</b> <a href="http://www.ulg.ac.be/erasmus/in">http://www.ulg.ac.be/erasmus/in</a>	Marta KUCHARSKA ; Raquel MELARA Tel. : +32 4 366 55 47 ; +32 4 366 41 66 <a href="mailto:Marta.Kucharska@ulg.ac.be">Marta.Kucharska@ulg.ac.be</a> ; <a href="mailto:r.melara@ulg.ac.be">r.melara@ulg.ac.be</a>
<b>Placements</b>	Anne-Laure VILLEMINOT Tel. : +32 4 366 56 49 - <a href="mailto:anne-laure.villeminot@ulg.ac.be">anne-laure.villeminot@ulg.ac.be</a>
<b>Outgoing students</b> <a href="http://www.ulg.ac.be/erasmus/out">http://www.ulg.ac.be/erasmus/out</a>	Anne-Françoise ROGISTER ; Dominique FRÈRE Tel. : +32 4 366 53 55 ; +32 4 366 55 75 <a href="mailto:Anne-Francoise.Rogister@ulg.ac.be">Anne-Francoise.Rogister@ulg.ac.be</a> ; <a href="mailto:Dominique.Frere@ulg.ac.be">Dominique.Frere@ulg.ac.be</a>

<b>3 Campuses</b>	- Liège and Sart Tilman - Gembloux - Arlon
<b>Accommodation office</b>	To help students find accommodation in the university residence or in private accommodation <a href="http://www.logement.ulg.ac.be">http://www.logement.ulg.ac.be</a>
<b>University Residence (for periods of max. 5 months)</b>	Contact : Georges HABRAND - Service Logement Sart Tilman (Bât. B13) - B-4000 Liège - Belgique Tel. : +32 4 366 53 16 - Fax : +32 4 366 47 60 <a href="mailto:g.habrand@ulg.ac.be">g.habrand@ulg.ac.be</a>
<b>Deadline for reservation in the university residence</b>	As soon as possible but at the latest <b>2 months before arrival</b>
<b>Private accommodation</b>	Contact : Sofia LOTHE - Service Logement place du 20-Août, 7 (Bât. A1) - B-4000 Liège - Belgique Tel. : +32 4 366 52 23 - Fax : +32 4 366 57 39 <a href="mailto:sofia.lothe@ulg.ac.be">sofia.lothe@ulg.ac.be</a>

<b>Academic year 2013-2014</b>	1st semester : 16 September 2013 – 25 January 2014 2nd semester : 3 February 2014 – 30 June 2014  It is very important that exchange students arrive for the beginning of the classes. In case of late arrival (over 15 days), they could be denied attendance.
<b>Holiday periods</b>	<a href="http://www.ulg.ac.be/erasmus/in/calendrier/academique">http://www.ulg.ac.be/erasmus/in/calendrier/academique</a>
<b>ONLINE Application Form</b>	Students who arrive in Liège without having applied online and sent the application (signed and stamped) by ordinary mail will not be able to register. Online Application Form is available on the webpage <a href="http://www.ulg.ac.be/erasmus/in/dossier">http://www.ulg.ac.be/erasmus/in/dossier</a> and must be sent to Relations Internationales- Incoming students
<b>Deadline for applications</b>	1st semester arrival : <b>15 May (online) - 31 May (printed)</b> 2nd semester arrival : <b>1 November (online) - 15 November (printed)</b>
<b>Courses programmes</b>	<a href="http://progcourses.ulg.ac.be">http://progcourses.ulg.ac.be</a>
<b>Language requirement</b>	We insist that our exchange students should have a minimal knowledge of French (English if all their courses are in English) to attend classes and take exams. <u>Therefore we ask them to join to their Application Form a document testifying their level of French (English).</u> <b>The minimal required level is B1 (B2 for HEC-Management School)</b> (Common European Framework of Reference).
<b>French language course</b>	French courses are offered <b>free of charge</b> <ul style="list-style-type: none"> <li>• intensive course before each semester</li> <li>• evening classes during the academic year</li> </ul> A level test is organised at the beginning of each semester. <a href="http://www.islv.ulg.ac.be">http://www.islv.ulg.ac.be</a>
<b>ECTS Grading table</b>	<a href="http://www.ulg.ac.be/cms/c_14663/fr/examens">http://www.ulg.ac.be/cms/c_14663/fr/examens</a>
<b>Welcome days</b>	<a href="http://www.ulg.ac.be/erasmus/in/accueil">http://www.ulg.ac.be/erasmus/in/accueil</a>
<b>Estimated cost of living</b>	600 € / month