



European Commission



University of Udine

Erasmus + Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2018²
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 details ⁴ (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	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in English: http://www.uniud.it/international-area

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.

UNIVERSIDAD PABLO DE OLAVIDE	E SEVILLA03	Institutional Coordinator/Head of International Office: Miguel A. Herrera Sánchez. Carretera de Utrera Km 1 41013 Sevilla, Spain. Tel: +34954349229 Fax: +34954349304 Email: Erasmus@upo.es	
	I UDINE01	Professor/departmental coordinator: Mario SARTOR mario.sartor@uniud.it DIBE - DIPARTIMENTO DI STORIA E TUTELA DEI BENI CULTURALI	
	E SEVILLA03	Departmental Coordinator: (For Humanities) Ana Maria Aranda Bernal - Departamento de Geografía, Historia y Filosofía Tel: +34 954 349521 Fax: +34 954 34 9304 e_mail: amaraber@upo.es Departmental Coordinator: (For History of art) Francisco Ollero Lobato - Departamento de Geografía, Historia y Filosofía Tel: +34 954 34 Fax: +34 954 34 9304 e_mail: folllob@upo.es	

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 student [number of months]
I UDINE01	E SEVILLA03	227 History of art		x		3x3 months	9 Months
		22 Humanities	x			2x10 months	20
E SEVILLA03	I UDINE01	227 History of art		x		3x3 months	9 Months
		22 Humanities	x			2x9 months	18

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: 5)
I UDINE01	E SEVILLA03	227	History of art	To be defined	1
E SEVILLA03	I UDINE01	227	History of art	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:

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>)

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	Spanish	B1 (Italian)	
E SEVILLA03		Spanish		B1 B2 (if the student takes subjects of Spanish language)	

- 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>

E SEVILLA03

Pablo de Olavide University organizes a welcome week for international students in which the "incoming team" of the International Relations Office provides all the necessary documents (Student card, a map of the city, list of activities...) in different informative

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>

meetings. Also we send them a link where they can see the International student guide with all information relating to accommodation, courses, timetable, cost of life:

http://www.upo.es/aric/estudiantes_ext/index.jsp

Spanish students help exchange students during the beginning of the semester to find courses, advise them on university procedure, etc.

Intensive Spanish Course: There will be a free 50 hours course at the beginning of each semester, for beginners ONLY (level A1). This course will last the whole semester and at the end of the course, if you they have achieved all the objectives, they will receive 5 E.C.T.S.

In the campus, there is a service unit for disable student/staff. They provide assistance and information. The contact person is: Juan Vázquez Garrido. Carretera de Utrera km 1. 41013 Sevilla. Email: jvazgar@admon.upo.es. Tel: +34 954-97-73-99.

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)
E SEVILLA03	Nomination deadline: 30 th APRIL Application Deadline: 30 th MAY	Nomination deadline: 30 th OCTOBER Application Deadline: 30 th NOVEMBER

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.

E SEVILLA03

2. Pablo de Olavide University will send its decision maximum within 5 weeks.

3. A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

4. Termination of the agreement

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+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 [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng
E SEVILLA03	http://www.upo.es/alic/export/sites/rrii/estudiantes_ext/english/Sistema_ECTS/ects.pdf

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
E SEVILLA03	alic@upo.es +34 954 34 9372 +34 954 34 90 70	Those students who are not from the European Union and would like to stay longer than three months must apply for the corresponding visa at the Spanish Consulate. http://www.interior.gob.es/estrangeria-28/regimen-general-189/entrada-

		requisitos-y-condiciones-198?locale=es
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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.

E SEVILLA03	aric@upo.es +34 954 34 9372 +34 954 34 90 70	<p>We urge students to bring a health insurance policy as well as a third part damage insurance which may be used in Spain.</p> <p>All students from the European Union must fill in the E-111 or E-128 form.</p> <p>Students must ask about this form in their country, since it will allow them to use Spanish Social Security Services if needed. Other insurance for luggage loss or theft may also be useful</p>
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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
E SEVILLA03	incoming@upo.es +34 954 34 90 70	WE DO NOT OFFER ANY ACCOMMODATION SERVICE

		www.upo.es/erasmus_incoming STUDENTS WILL RECEIVE FURTHER INFORMATION ABOUT HOW TO LOOK FOR AN ACCOMMODATION IN THE INFORMATIVE PACKAGE AS WELL AS ON OUR FACEBOOK PROFILE (INCOMING UPO)
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H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	3/12/13	<i>Maurice Ballerini</i>	
E SEVILLA03	Pilar Rodríguez Reina Vice-rector for Internationalization and Communication		<i>Pilar Rodríguez Reina</i>	

⁷ Scanned signatures are accepted