

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	<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>
	F LILLE03	Institutional Coordinator Prof. Richard Davis Domaine universitaire du Pont de Bois - BP 60149 F - 59653 Villeneuve d'Ascq Cedex T: +33320416308 F: +33320416390 <a href="mailto:ri.direction@univ-lille3.fr">ri.direction@univ-lille3.fr</a>	<a href="http://www.univ-lille3.fr/etudes/formations/">http://www.univ-lille3.fr/etudes/formations/</a>

<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.

<b>Université Sciences Humaines et Sociales - Lille 3</b>		Incoming students : José Lagos Lama/ Marie Coulombel T: +33320416667 <a href="mailto:incoming@univ-lille3.fr">incoming@univ-lille3.fr</a> Outgoing students : Karine Watremez / Marc Falempin T: +33320416391 <a href="mailto:erasmus@univ-lille3.fr">erasmus@univ-lille3.fr</a> Inter-Institutional Agreements : Martine Hamiache <a href="mailto:ri.developpement@univ-lille3.fr">ri.developpement@univ-lille3.fr</a>	<a href="http://www.univ-lille3.fr/international/">http://www.univ-lille3.fr/international/</a>
	I UDINE01	<b>Professor/departmental coordinator:</b> Marco FUJECCHI <a href="mailto:marco.fujecchi@uniud.it">marco.fujecchi@uniud.it</a> DSTU - DIPARTIMENTO DI STUDI UMANISTICI	
	F LILLE03	UFR Humanités Sophie Babault <a href="mailto:sophie.babault@univ-lille3.fr">sophie.babault@univ-lille3.fr</a> Département Langues et cultures antiques <a href="mailto:jacqueline.fabre-serris@univ-lille3.fr">jacqueline.fabre-serris@univ-lille3.fr</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 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	F LILLE03	2225 Classical philology	X	X		2	5
		213 Graphic and Audio visual arts		2 <sup>nd</sup> (M) International Master		5	5
F LILLE03	I UDINE01	2225 Classical philology	X	X		2	5
		213 Graphic and Audio visual arts		2 <sup>nd</sup> (M) International Master		5	5

### C. Teaching Staff Mobility per academic year

FROM	TO	Subject area	Subject area name*	Number of staff mobility periods
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<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>

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code * [ISCED ]		Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 5)
I UDINE01	F LILLE03	2225	Classical philology	To be defined	1
F LILLE03	I UDINE01	2225	Classical philology	To be defined	1 (8 hours min.)
		213	Graphic and Audio-visual arts	To be defined	1 (8 hours min.)

#### 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 (International Master)	B1 (no certificate required)	
F LILLE03		French		B2 (no certificate required)	French or English : min. 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>

#### F LILLE03

Université Lille 3 offer a free French course for exchange. Students willing to take this course must submit their request in the Student Application Form. A test of placement is mandatory. The course can only be followed during one semester.  
<http://www.univ-lille3.fr/International/venir-etudier/programme-echange/coming-to-lille-3/>

#### 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.

<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>

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>

#### **F. LILLE03**

Coming to Lille 3 : Step by step to Lille 3

<http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/>

Application form :

<http://www.univ-lille3.fr/international/venir-etudier/programme-echange/candidater/formulaire-candidature/>

Exchange students have access to a dedicated and free support service for disabled students <http://www.univ-lille3.fr/fr/campus/accessibilite/relais-handicap/> and to the medical center <http://www.univ-lille3.fr/siumpps/> in Villeneuve d'Ascq Campus.

For the implementation of Staff Mobility for Teaching and Training (for Incoming staff), a letter of invitation issued by a University Lille3 contact person is required

*[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)
F LILLE03	May, 15	Oct, 15

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.

2. **F LILLE03** will send its decision within 3 weeks.
3. **F LILLE03** 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

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of 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 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	<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>												
F LILLE03	<p><b>F Lille03</b> recommends the following table. The Exchange student is awarded a number of ECTS credits for each course when the student has fulfilled the course requirements.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #cccccc;">F LILLE03 Grade</th> <th style="background-color: #cccccc;">Definition</th> </tr> </thead> <tbody> <tr> <td>16 ≤ N ≤ 20</td> <td>VERY GOOD</td> </tr> <tr> <td>14 ≤ N &lt; 16</td> <td>GOOD</td> </tr> <tr> <td>12 ≤ N &lt; 14</td> <td>SATISFACTORY</td> </tr> <tr> <td>10 ≤ N &lt; 12</td> <td>SUFFICIENT</td> </tr> <tr> <td>N &lt; 10</td> <td>FAIL</td> </tr> </tbody> </table> <p>ECTS credits : 30 ECTS /semester 60 ECTS/ academic year</p>	F LILLE03 Grade	Definition	16 ≤ N ≤ 20	VERY GOOD	14 ≤ N < 16	GOOD	12 ≤ N < 14	SATISFACTORY	10 ≤ N < 12	SUFFICIENT	N < 10	FAIL
F LILLE03 Grade	Definition												
16 ≤ N ≤ 20	VERY GOOD												
14 ≤ N < 16	GOOD												
12 ≤ N < 14	SATISFACTORY												
10 ≤ N < 12	SUFFICIENT												
N < 10	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>
F LILLE03	<a href="mailto:incoming@univ-lille3.fr">incoming@univ-lille3.fr</a> T : + 33 3 20 41 66 67 F : + 33 3 20 41 63 90	<a href="http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/">http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/</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.

#### F LILLE03

<a href="mailto:incoming@univ-lille3.fr">incoming@univ-lille3.fr</a> T : + 33 3 20 41 66 67 F : + 33 3 20 41 63 90	<a href="http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/">http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/</a>
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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		<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>
F LILLE03	<a href="mailto:incoming@univ-lille3.fr">incoming@univ-lille3.fr</a> T : + 33 3 20 41 66 67 F : + 33 3 20 41 63 90	<a href="http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/">http://www.univ-lille3.fr/international/venir-etudier/programme-echange/coming-to-lille-3/</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	21/11/13	<i>Monica Ballerini</i>	
F LILLE03	Prof. Fabienne Blaise, President	22/11/13		

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