



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  Courses held in Gorizia (DAMS)	I UDINE01	<u><a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a></u> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <u><a href="mailto:iss@uniud.it">iss@uniud.it</a></u> Incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497	<u><a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a></u>  general course catalogue: <u><a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a></u>  courses held in English: <u><a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a></u>

<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.

	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	
Universität Bremen	D BREMEN01	Barbara Hasenmüller Institutional Erasmus Coordinator, E-Mail: <a href="mailto:euprog@uni-bremen.de">euprog@uni-bremen.de</a>	<a href="http://www.uni-bremen.de/en/international.html">http://www.uni-bremen.de/en/international.html</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]	Stud y cycle [2 <sup>nd</sup> cycle or postgraduate]	Stud y cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D BREMEN01	213 Audio-visual techniques and media production, film studies	X			1	6
D BREMEN01	I UDINE01	213 Audio-visual techniques and media production, film studies	X			1	6

<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>)

### 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: 8)
I UDINE01	D BREMENO1	213	Audio-visual techniques and media production, film studies	To be defined	1
D BREMENO1	I UDINE01	213	Audio-visual techniques and media production, film studies		

### 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		A1	
D BREMENO1					

- 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.

<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>

*[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)
D BREMEN01		

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.

## G. Information

### 1. Grading systems of the institutions

*The link to our webpage is*

<b>Institution</b> [Erasmus code]	<b>WEB PAGE</b>
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>
D BREMEN01	

## 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>
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>
D BREMEN01		

## 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.

## 4. Housing


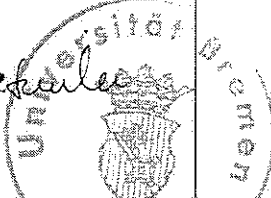
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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>

The University of Bremen has included further requirements and information regarding points C. to F. of this Inter-Institutional-Agreement in the **Annex to Inter-Institutional Agreement, D BREMEN01, Cultural Studies** which is an integral part of this agreement.

**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	09.01.14	<i>Mario Ballerini</i>	
D BREMEN01	Barbara Hasenmüller Institutional Erasmus Coordinator	20.12.2013	<i>B. Hasenmüller</i>	

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



# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet B.A. Cultural Studies/ M.A. Transcultural Studies

### 1. Institutional Information

#### 1.1 Institutional details

Name of the institution	UNIVERSITÄT BREMEN
Erasmus Code	D BREMEN01
Institution website	<a href="http://uni-bremen.de">http://uni-bremen.de</a>

#### 1.2 Main contacts at International Office

Contact person	Barbara Hasenmüller
Responsibility	Institutional Erasmus Coordinator Contact person for outgoing students/staff
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49 421 218-60362 - Fax: +49 421 218 60370 Email: <a href="mailto:euprog@uni-bremen.de">euprog@uni-bremen.de</a>

Contact person	Cornelia Krain
Responsibility	Contact person for incoming students
Contact details	Phone: +49 421 218 60375 - Fax: +49 421 218 60370 Email: <a href="mailto:incoming@uni-bremen.de">incoming@uni-bremen.de</a> Website : <a href="http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/visiting-students-exchange.html">http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/visiting-students-exchange.html</a>

#### 1.3 Departmental Erasmus Coordinator:

Department	Institut für Ethnologie und Kulturwissenschaft/ Institute for Anthropology and Cultural Research, Director: Prof. Dr. Dracklé, Kontakt: <a href="mailto:drackle@uni-bremen.de">drackle@uni-bremen.de</a>
Contact person	Dr. Cordula Weißköppel
Responsibility	Departmental Coordinator of Erasmus and International Affairs, Contact person for incoming and outgoing students/ staff
Contact details	Phone : +49-421-218-67632 Fax. +49-421-218-98-67609 Email : <a href="mailto:cweisskoeppel@uni-bremen.de">cweisskoeppel@uni-bremen.de</a> Website : <a href="http://www.kultur.uni-bremen.de/de/studium/auslandsstudium.html">http://www.kultur.uni-bremen.de/de/studium/auslandsstudium.html</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English	Minimum requirement: B2
Staff Mobility for Teaching	Any	German, English	Minimum requirement: B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction, please refer to our course catalogue. <http://www.uni-bremen.de/en/studies/lecture-courses/courses.html>

### 2.2. Additional requirements

*none*

The University of Bremen welcomes students and staff with disabilities. Please contact the Departmental Erasmus Coordinator or International Office ([incoming@uni-bremen.de](mailto:incoming@uni-bremen.de)).

### 2.3. Calendar

#### 2.3.1 Nomination Deadlines:

<b>Winter term</b>	May 31 <sup>st</sup>
<b>Summer term</b>	November 30 <sup>th</sup>

Students will have to apply online in our databank of Mobility Online until latest **July 15<sup>th</sup>** (winter term) or **January 15<sup>th</sup>** (summer term). The link to the databank will be sent to the nominees by email after receipt of the nomination by the home institution.

#### 2.3.2. Decision Response

We will send our decision by email normally not later than three weeks after we have received the complete and signed print of the application form generated out of the online application databank.

#### 2.3.3. Transcripts of Records

A Transcript of Records will be issued normally 5 weeks after the student has handed in his/her last exam/paper.

#### 2.3.4. Termination of Agreement

In the event of unilateral termination of this agreement, 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.



### 3. Additional information

#### 3.1. Grading system

Mark	German	English translation
1; 1,3	Sehr Gut	Very good
1,7; 2; 2,3	Gut	Good
2,7; 3; 3,3	Befriedigend	Satisfactory
3,7; 4	Ausreichend	Sufficient
5	Nicht ausreichend	Not sufficient

An ECTS grading scale is not available.

#### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter.

Information and assistance can be provided by the following contact points and information sources:

[incoming@uni-bremen.de](mailto:incoming@uni-bremen.de)

#### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient. More information can be obtained in the newcomer portal.

Contact: [incoming@uni-bremen.de](mailto:incoming@uni-bremen.de) .

#### 3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students have to notify our accommodation team if they wish to get assistance in finding accommodation by ticking the appropriate box in the online application form.

Detailed information is also provided through the newcomer portal to which they get access after the end of the online application process.

Contact: [incoming@uni-bremen.de](mailto:incoming@uni-bremen.de)

Website: <http://www.uni-bremen.de/en/international/your-stay-in-bremen/housing.html>

**Any changes to this Annex will be published on our website:**

<http://www.uni-bremen.de/en/international/international-cooperation/erasmus-partner.html>