



European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2015-2021²

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
	I UDINE01	Academic contact: Prof. Leonardo Quaresima leonardo.quaresima@uniud.it .it	

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.

Fachhochschule Potsdam University of Applied Sciences Potsdam (FHP)	D POTSDAM 03	President Prof. Dr. Ekehardt Binas Klepenheuerallee 5 14467 Potsdam, Germany tel. +493315801000 fax +493315801009 praesident@fh-potsdam.de	http://www.fh-potsdam.de
	D POTSDAM 03	International Office Klepenheuerallee 5 14467 Potsdam, Germany Dr. Uta Kotulla Head/Institutional Coordinator tel. +493315802010 fax +493315802019 kotulla@fh-potsdam.de	http://www.fh-potsdam.de
	D POTSDAM 03	Academic contact: Prof. Dr. Jan Distelmeyer distelmeyer@fh-potsdam.de	

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 undergra duate]	Study cycle [2 nd cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D POTSDAM 03	0211 Audio-visual techniques and media production	X	X	X	5	6

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>)

D POTSDAM 03	I UDINE01	021 European Media Studies	X	X	X	5	6
-----------------------------	------------------	----------------------------------	---	---	---	---	---

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 POTSDAM 03	0211	Audio- visual techniques and media production	2	2
D POTSDAM 03	I UDINE01	021	European Media Studies	2	2

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 instruc- tion 1	Language of instruc- tion 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	English	B1	B2
D POTSDAM 03	021	German	English	B2 German	B2 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>

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>

At the Fachhochschule Potsdam-University of Applied Sciences Potsdam

Courses at the Department of Design University of the Applied Sciences Potsdam are generally taught in German, thus students wishing to study there **need to provide evidence of sufficient knowledge of German** before enrolling. It is however possible, in exceptional cases, to follow along the courses with lower proficiency than German B2 and hand in assignments in English. Students aiming at doing so need to provide evidence of German language proficiency of at least A2 and English at level B2 before enrolling

E. Additional requirements

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>

At the Fachhochschule Potsdam-University of Applied Sciences

Students willing to study at the department of Design of the University of Applied Sciences Potsdam need to apply with a portfolio of about ten proves of relevant work in addition to their prove of sufficient language proficiency (see above).

The University of Applied Sciences Potsdam welcomes students and staff with disabilities, however as not all courses or institutions might be accessible with every disability we would like to ask you to get in contact beforehand, so that we can make sure whether it will work out in each respective case.

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 POTSDAM 03	June 1st	November 1st

- **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). **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.

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.

At Fachhochschule Potsdam-University of Applied Sciences

1. The receiving institution will send its decision within 4 weeks.
2. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
3. Termination of the agreement

This agreement will take effect in the 2014 academic year being valid until the end of the two year contract period starting 2020 (thus 2022).

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay.
- II. Termination of the agreement will not be penalised.

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	
D POTSDAM 03			
Grade Distribution		ECTS equivalent Definition	D POTSDAM 03 Grade
A	10%	Excellent	1,0
B	25%	Very Good	1,3 / 1,7
C	30%	Good	2,0 / 2,3 / 2,7
D	25%	Satisfactory	3,0 / 3,3 / 3,7
E	10%	Sufficient	4,0
FX	FX	Fail	5,0
F	F	Fail	5,0

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
D POTSDAM 03	International Office, contact as given on page 1	http://www.fh-potsdam.de/international.html

3. Insurance

At the University of Udine: 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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D POTSDAM 03	International Office, contact as given on page 1	http://www.fh-potsdam.de/international.html

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:


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
D POTSDAM 03	International Office, contact as given on page 1	http://www.fh-potsdam.de/international.html

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	↑	↑	↑
D POTSDAM 03	Prof. Dr. Eckehard Binas President	5.11.14 24.11.14	Mario Ballerini E. Binas	

Fachhochschule Potsdam
Kiepenheuerallee 5
14469 Potsdam

⁷ Scanned signatures are accepted