



European Commission



University of Udine

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2020²

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 (e.g. 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.

	D WURZBUR01	<p>Institutional Coordinator/Head of International Office: Ms. Katharina GÖTHNER, International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 2298, Fax +49 931 318 2603; E-mail: international@uni-wuerzburg.de</p>	
	I UDINE01	<p>Professor/departmental coordinator: Elena POLLEDRI (Languages) elena.polledri@uniud.it</p> <p>Prof. Coordinator: Vendruscolo Francesco (Classics) Francesco.vendruscolo@uniud.it</p>	
	D WURZBUR01	<p>Academic Contact Classics: Prof. Dr. Thomas BAIER Institut für klassische Philologie Residenzplatz 2, 97070 Würzburg Tel: +49 (0) 9 31 – 31 82821 E-mail: thomas.baier@uni-wuerzburg.de</p> <p>Academic Contact Modern Languages: Dr. Sabine Krämer-Neubert Lehrstuhl für Deutsche Sprachwissenschaft, Am Hubland, 97074 Würzburg, Germany Tel: +49 931 3185619 E-mail: sabine.kraemer-neubert@uni-wuerzburg.de</p>	

B Mobility numbers

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 students [number of months]
I UDINE01	D WURZBUR01	222 Foreign languages	X	X	X	2	6 (=12)
		222 Classics	X	X	X	2	10 (=20)
D WURZBUR01	I UDINE01	222 Foreign languages	X	X	X	2	6 (=12)
		222 Classics	X	X	X	2	10 (=20)

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 WURZBUR01	222	Foreign languages	To be defined	1
		222	Classics	To be defined	1
D WURZBUR01	I UDINE01	222	Foreign languages	To be defined	Min 2 days
		222	Classics	To be defined	Min 2 days

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>)

For part C-F see Annex University of Würzburg!

C. 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	Deutsch	B1 (Both)	
D WURZBUR01					

- 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>

D. 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>

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>

- <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.]

E. 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 WURZBUR01		

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.

F. 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 WURZBUR01	

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 WURZBUR01		

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:

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 WURZBUR01		

G. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	26.11.13		
D WURZBUR01	Institutional Coordinator/Head of International Office: Ms. Katharina GÖTHNER, International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 2298, Fax +49 931 318 2603; E-mail: international@uni-wuerzburg.de	15.11.13	 ERASMUS Institutional Coordinator	D WURZBUR01

⁷ Scanned signatures are accepted

ANNEX to ERASMUS+ agreements. This Annex becomes part of our ERASMUS+ agreements and replaces the information of the University of Würzburg in the sections C- F!

We strongly recommend to always refer to the current information given at our webpage as information of parts C- F are subject to change in the years 2014 to 2021:

http://www.international.uni-wuerzburg.de/en/international_office/annex_erasmus/

C. 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	Level/ Subject	Language of instruction	Recommended level	
			Student Mobility	Staff Mobility
D WURZBUR01	All levels	German/ English	If ECTS-Points are needed a minimum of B1 is recommended. No certificate required for admission	German OR English: B2 recommended.

D. Additional requirements

University of Würzburg:

Preparatory classes are offered in many fields of study before the terms starts. Exchange students are welcome and participation is recommended.

A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc. ;
international.uni-wuerzburg.de/en/studium_in_wuerzburg/tutoren

Language courses: International students with knowledge of B2 German or less are asked to participate in the intensive courses before their studies in Würzburg start. The courses are free of charge and are offered four weeks in September and March. Participation is not mandatory but recommended.

The University of Würzburg welcomes students and staff with disabilities and provides an information and assistance center. Learn more at www.behindertenbeauftragter.uni-wuerzburg.de/kis/,

Contact person: Mrs Sandra Ohlenforst, Universität Würzburg, KIS, Am Hubland, 97070 Würzburg. Tel.: 0931/31-84052, Email: kis@uni-wuerzburg.de

E. Calendar

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

Receiving institution	Autumn term	Spring term
D WURZBUR01	15 th June, later nominations can be accepted	15 th January, later nominations can be accepted

2. After having received the paper application (printed online application) the letter of admission will be sent within a max. of six weeks.

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

A notice of at least one academic year should be given for the termination of the agreement. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 October 20XX will only take effect as of 1 October 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict. This point is subject to change referring to differences in the main agreement!

F. Information

1. Grading systems of the institutions

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below. Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf

Würzburg Grade	ECTS Grade
1,0-1,5	A "excellent"
1,6-2,0	B "very good"
2,1-3,0	C "good"
3,1-3,5	D "satisfactory"
3,6-4,0	E "sufficient"
4,1-5,0	F "failed"

Faculty of Law:

Please note that the **faculty of law** uses a 1-18 grade system in case students want to take courses at that faculty:

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below. Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf

Please note that the faculty of law uses a 1-18 grade system in case students want to take courses at that faculty:

ECTS grades:		
A Punkte	excellent - outstanding performance with only minor errors	12 - 18
B Punkte	very good - above the average standard but with some errors	9 - 11
C Punkte	good - generally sound work with a number of notable errors	7 und 8
D Punkte	satisfactory - fair but with significant shortcomings	5 und 6
E	sufficient - performance meets the minimum criteria	4 Punkte
FX	fail -some more work required before the credit can be awarded	1 - 3 Punkte
F	fail: considerable further work is required	0 Punkte

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	Website for information
D WURZBUR01	<p>Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804</p> <p>Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604</p>	International.uni-wuerzburg.de

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	Website for information
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804 Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604	International.uni-wuerzburg.de

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	Website for information
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804 Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604	International.uni-wuerzburg.de