University of Udine   *Erasmus +*

Erasmus + Programme
Key Action 1
Mobility for learners and staff
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014/15 – 2018/19
between programme countries
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.
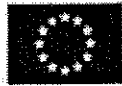
A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[1] (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF UDINE *International Relations and Mobility Office* 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
Faculty of Humanities University of Primorska, Titov trg 5, 6000 Koper, Slovenia	SI KOPER03	**Nevija Bozic,** Institutional Coordinator and/or **Valentina Bertok** Ph: ++386 (0) 5 663 77 60 F: ++386 (0) 5 663 77 42 E: nevija.bozic@fhs.upr.si E: valentina.bertok@fhs.upr.si	http://www.upr.si (section International Relations)
	I UDINE01	**Professor/departmental coordinator:** **Maria BIDOVEC** maria.bidovec@uniud.it DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
	SI KOPER03	Doc. dr. Nives Zudič Antonič Department of Italian Studies	

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[1] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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		E: njves.zudic.antonic@fhs.upr.si Doc. dr. Nikolai Jeffs Department of Languages E: nikolai.jeffs@fhs.upr.si	

B. Student Mobility numbers[2] 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 [1st cycle, or undergraduate]	Study cycle [2nd cycle or postgraduate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	SI KOPER03	222 foreign languages	X	X	X	2	5
SI KOPER03	I UDINE01	222 foreign languages	X	X	X	2	5

C. Teaching Staff Mobility & Other 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	Avarage duration in weeks (minimum of teaching hours required: 5)
I UDINE01	SI KOPER03	222	Foreign languages	To be defined – 2 teachers	Min. 2 days and min. 8 hours each teacher
SI KOPER03	I UDINE01	222	Foreign languages	To be defined – 2 teachers	Min. 2 days and min. 8 hours each teacher
Other Staff Mobility				*Number of staff*	
I UDINE01	SI KOPER03		International office, other admin. staff	2	Min. 2 days , max 2 weeks
SI KOPER03	I UDINE01		International office, other admin. staff	2	Min. 2 days , max 2 weeks

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[2] 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)

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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[3]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English if required	/	/
SI KOPER03		Slovenian	English	English: B1	/

- 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. 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)
SI KOPER03	15.6 (applications deadline)	15.11. (applications deadline)

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. *The receiving institution (SI KOPER03) will send its decision within [5] weeks.*

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[3] 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

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7. A Transcript of Records will be issued by the receiving institution (SI KOPER03) no later than [5] weeks after the assessment period has finished at the receiving HEI.

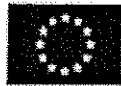8. Termination or modification of the agreement:
A unilateral decision to discontinue or to change the exchanges notified to the other party by September 20/../ will only take effect from the October of the following new academic year.

F. Information

	I UDINE01	SI KOPER03		
Incoming Students	Tel.: +39 049 8273062 e-mail: chiara.bagatella@unipd.it http://www.unipd.it/en/node/817	T: ++386 (0) 5 611 75 11 E: erasmus@upr.si W : http://www.upr.si		
Additional requirements / Students with special needs	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	The institution (SI KOPER03) welcomes students and staff with disabilities. For further details regarding this matter please check with relevant faculty.		
Grading System	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng	Slovenian Grading System		ECTS Grading System
		10	Excellent	A
		9	Very good	B
		8	Very good	C
		7	Good	D
		6	Satisfactory	E
		5 and less	Fail	F
Use of ECTS credit system	Yes ☑ No ☐	Yes X No ☐		

Housing[4]	http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng	See first page of this agreement – part A www.upr.si (section International Relations)
Visa[5]	http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng	See first page of this agreement – part A www.upr.si (section International Relations)
Insurance[6]	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.	See first page of this agreement – part A www.upr.si (section International Relations)

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	10|12|13	*[signature]*	*[stamp]*
SI KOPER03	Izr. Prof. Dr. Irena Lazar, Dean By authorization number 1143-103/2013, date: 7.11.2013	9/12/2013	*[signature]*	*[stamp]*

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[4] The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.
[5] 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 ECHE.
[6] The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
[7] Scanned signatures are accepted