



# Erasmus+ Programme

**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff Mobility**

## **Inter-institutional agreement 2014/15-2020/21** **between programme countries**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ 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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details</b> (email, phone)	<b>Website</b> (eg. of the course catalogue)Fa
<b>Gottfried Wilhelm Leibniz Universität Hannover</b>	<b>D HANNOVE01</b>	<b><u>Institutional Coordinator:</u></b> Dott. Francesco Ducatelli, ERASMUS Institutional Coordinator, International Office, Welfengarten 1a, 30167 Hannover, Germany, <a href="mailto:Francesco.ducatelli@zuv.uni-hannover.de">Francesco.ducatelli@zuv.uni-hannover.de</a> , +49 511 762 4867, Fax. +49 511 762 4090  <b><u>Departmental Coordinator:</u></b>  Prof. Dr. Wolfgang Nejd, Institute of Distributed Systems, Appelstr. 4, 30167 Hannover, Germany; phone: +49 511 762 19710, Fax: +49 511 762 19172, email: <a href="mailto:nejd@kbs.uni-hannover.de">nejd@kbs.uni-hannover.de</a>	<a href="http://www.international.uni-hannover.de/austauschprogramm.html?&amp;L=1">http://www.international.uni-hannover.de/austauschprogramm.html?&amp;L=1</a>
<b>UNIVERSITY OF UDINE</b> <i>International Relations</i>	<b>I UDINE01</b>	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements	<a href="http://www.uniud.it/international-">http://www.uniud.it/international-</a>

<p>and Mobility Office v. Palladio, 8 33100 UDINE ITALY</p>		<p>Fax +39-0432-556229 phone: +39-0432-556221</p> <p>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</p>	<p>area/incoming -mobility</p> <p>general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a></p> <p>courses held in English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a></p>
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### B. Mobility numbers per 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 January 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 [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	
D HANNOVE01						
	D HANNOVE01					

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	Staff Mobility for Training
				[total number of days of teaching periods or average duration*]	
D HANNOVE01	I UDINE01	0611 0230	Computer use Foreign	1 person*1 week*8h	

			Languages		
I UDINE01	D HANNOVE01	0611 0230	Computer use Foreign Languages	1 person*1 week*8h	

### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HANNOVE01	Any	German	English	B2	B2
I UDINE01		Italian	English	B2	B2

### D. Additional requirements

**D HANNOVE01:** Leibniz Universität Hannover provides the infrastructure to welcome students and staff with disabilities: <http://www.gleichstellungsbuero.uni-hannover.de/gsb.html?&L=1>

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D HANNOVE01	Nomination: 30/04 Application: 31/05	Nomination: 15/11 Application: 15/12

<sup>1</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>

I UDINE01	15 May (nomination letter)	30 September (nomination letter)
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2. The receiving institution will send its decision within 4 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

In the event of unilateral termination, a notice of at least one academic year will be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems of the institutions

#### LEIBNIZ UNIVERSITÄT HANNOVER:

**D HANNOVE01:** the following scale is used for all types of evaluations/examinations:

German grade	Translation
sehr gut (1,0 or 1,3)	very good – outstanding performance
gut (1,7or 2,0 or 2,3)	good – generally sound work with some minor errors
befriedigend (2,7or 3,0 or 3,3)	satisfactory – fair but with significant shortcomings
genügend (3,7 or 4,0)	sufficient – performance meets the minimum criteria
nicht genügend (5,0) or unbestanden	failed
bestanden	Passed without grade

[http://www.international.uni-hannover.de/fileadmin/institut/pdf/ectskey\\_en.pdf](http://www.international.uni-hannover.de/fileadmin/institut/pdf/ectskey_en.pdf)

[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>

### 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 n [Erasmus code]	Contact details (email, phone)	Website for information

D HANNOVE01	Francesco.ducatelli@zuv.uni-hannover.de, +49 511 762 4867	<a href="http://www.international.uni-hannover.de/visum_hannover.html?&amp;L=1">http://www.international.uni-hannover.de/visum_hannover.html?&amp;L=1</a>
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>

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D HANNOVE01	Francesco.ducatelli@zuv.uni-hannover.de, +49 511 762 4867	<a href="http://www.international.uni-hannover.de/versicherungen_hannover.html?&amp;L=1">http://www.international.uni-hannover.de/versicherungen_hannover.html?&amp;L=1</a>
		<p><b>At the University of Udine:</b> Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

### **4. Housing**


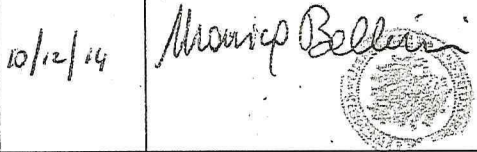
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution</b> [Erasmus code]	<b>Contact details</b>	<b>Website for information</b>
D HANNOVE01	zimmervermittlung@io.uni-hannover.de	<a href="http://www.international.uni-hannover.de/zimmervermittlung_hannover.html?&amp;L=1">http://www.international.uni-hannover.de/zimmervermittlung_hannover.html?&amp;L=1</a>
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-">http://www.uniud.it/international-area/incoming-mobility/vivere-a-</a>

	udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives or delegates e.g. dean of the faculty)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
D HANNOVE01	Dott. Francesco Ducatelli  Erasmus Institutional Coordinator	10/12/14	
I UDINE01	Prof. Monica Ballerini  Erasmus Institutional Coordinator	10/12/14	

<sup>2</sup> Scanned signatures are accepted