



European Commission



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
	D GOTTING01	Institutional Coordinator: Dr. Uwe Muuss, Director International Office Karen Denecke, Erasmus+ von-Siebold-Str. 2; D- 37075 Göttingen phone.: + 49 551 21330 email: karen.denecke@zvw.uni-goettingen.de	General Information www.uni-goettingen.de Course Catalogue: http://univz.uni-goettingen.de/qisserver/rds?state=user&type=0&topitem=&breadCrumSource=&topitem=functions
	I UDINE01	Professor/departmental coordinator: Claudio CRESSATI claudio.cressati@uniud.it DISG - DIPARTIMENTO DI SCIENZE GIURIDICHE	
	D GOTTING01	Departmental Coordinator: Philipp Kleinert Faculty of Social Sciences Platz der Göttinger Sieben 3	

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-37073 Göttingen Tel.: 0551 39 13575 Philipp.Kleinert@sowi.uni-goettingen.de	
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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 undergr aduate]	Study cycle [2 nd cycle or postgra duate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	D GOTTING01	313 Political science	X	X	–	1	10
D GOTTING01	I UDINE01	313 Political science	X	X	–	1	10

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	313	English			
D GOTTING01	313	German		B1	C1 (German or English)

I UDINE01: 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.

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>)

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>

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>

D GOTTING01

Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator/International Office at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incoming students will then be informed by the International Office of the receiving institution about the online application procedure.

Courses and Learning Agreement

- It is recommended that the Erasmus Exchange Student takes the majority of courses at the Faculty of Social Sciences. Subjects taught at the Faculty are: Political Science, Sociology, Social Anthropology, Educational Science and Sports Sciences. Furthermore, it is possible for Erasmus Exchange Students to take courses outside the Faculty but we cannot guarantee class participation.
- Within the first three weeks after the arrival the Erasmus Exchange Student is required to meet with the Erasmus Coordinator Philipp Kleinert www.sowi.uni-goettingen.de/incoming
- The Erasmus Exchange Student should keep in mind that the majority of courses are held in German. Courses held in English will be published on the following website www.sowi.uni-goettingen.de/incoming and www.univz.uni-goettingen.de

Arrival

- Within the first three weeks after the arrival the Erasmus Exchange Student is required to meet with the Erasmus Coordinator Philipp Kleinert www.sowi.uni-goettingen.de/incoming
- Incoming students should participate in the introduction days of the International Office: <http://www.uni-goettingen.de/en/55917.html>

Staff

- Incoming teaching staff must be individually accepted by the department that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the department.
- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.

Students/Staff with disabilities

- The institutions provides the appropriate infrastructure to welcome students and staff with disabilities: <http://www.uni-goettingen.de/en/408350.html>

Agreements

- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen.

[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 GOTTING01	June 1 st	December 1 st

I UDINE01

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.

D GOTTING01

2. The receiving institutions will send their decisions within 4 weeks after deadline.

3. GOTTING01; A Transcript of Records will be issued by the receiving institution no later than 8-10 weeks after the assessment period has finished at the receiving HEI.

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

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 GOTTING01	http://www.uni-goettingen.de/en/49275.html https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=Wl3IJ/C4BAsEahQBq6EGx/uaVbMkiQKT

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 GOTTING01	Christiane.seack@zvw.uni-goettingen.de	http://www.uni-goettingen.de/en/24845.html

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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D GOTTING01	Christiane.seack@zvw.uni-goettingen.de	http://www.uni-goettingen.de/en/48483.html


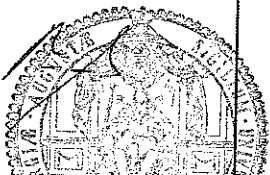
4. **Housing**

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 GOTTING01	marion.kraft@zvw.uni-goettingen.de	http://www.uni-goettingen.de/en/21435.html

H. **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			
D GOTTING01	Dr. Uwe Muuss, Director International Office	17.12.2013		

⁷ Scanned signatures are accepted