

European Commission



University of Udine



Université Blaise Pascal-Clermont II

# Erasmus + Programme

## Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup>

between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <a href="mailto:iss@uniud.it">iss@uniud.it</a> incoming exchange mobility fax +39-0432-556496 phone +39-0432-	<a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a>  general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a> courses held in

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		556218/556497	English: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
	I UDINE01	<b>Professor/departmental coordinator:</b>  Bernard GALLINA <a href="mailto:bernard.gallina@uniud.it">bernard.gallina@uniud.it</a>  DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
UNIVERSITE BLAISE PASCAL CLERMONT-FERRAND II	F CLERMONT02	<b>Caroline Fayolle</b> , ERASMUS Programme Officer ( agreements, outgoings ) International Relations Office 34, av Carnot BP185, 63006 CLERMONT FERRAND Tel: +33 4 73 40 61 21 Fax: +33 4 73 40 61 02 Email: <a href="mailto:Caroline.fayolle@univ-bpclermont.fr">Caroline.fayolle@univ-bpclermont.fr</a>  <b>Brigitte Meilleroux</b> ERASMUS Programme Officer ( incomings) International Relations Office 34, av Carnot BP185, 63006 CLERMONT FERRAND Tel: +33 4 73 40 64 39 Fax: +33 4 73 40 61 02 Email: <a href="mailto:Brigitte.Meilleroux@univ-bpclermont.fr">Brigitte.Meilleroux@univ-bpclermont.fr</a>  Departmental coordinator: <b>Prof. Donatella Bisconti</b> 34 Avenue Carnot- BP 185 63006 CLERMONT-FERRAND-CEDEX Tel: +33 4 73 40 63 94 Email: <a href="mailto:donatellab@aol.com">donatellab@aol.com</a>	ERASMUS incoming information: <a href="http://www.univ-bpclermont.fr/rubrique103.html">http://www.univ-bpclermont.fr/rubrique103.html</a>  Courses offer: <a href="http://www.univ-bpclermont.fr/rubrique98.html">http://www.univ-bpclermont.fr/rubrique98.html</a>  Semester dates: <a href="http://www.univ-bpclermont.fr/article866.html">http://www.univ-bpclermont.fr/article866.html</a>
UFR Lettres Langues et Sciences Humaines Departement d'Etudes Italiennes / Italian Studies Department			

### B. Student Mobility numbers<sup>5</sup> 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 <sup>st</sup> cycle or undergraduate]	Study cycle [2 <sup>nd</sup> cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	F CLERMON02	0232- Literature and Linguistics/ Languages	X	X		4	9
F CLERMON02	I UDINE01	0232- Literature and Linguistics/ Languages	X	X		3	9
		041- Business and administration- Applied Languages to Business and communication department	X			2	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	F CLERMON02	0232	0232- Literature and Linguistics/ Languages	To be determined	1 week

<sup>5</sup> 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. 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01	0232- Literature and Linguistics/ Languages	Italian	French		
F CLERMON02	0232- Literature and Linguistics/ Languages	French		B2	B2/C1

- 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.

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>

<sup>6</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>

- <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>

## F CLERMONT02:

- Departments have some restricted courses for Erasmus Exchange student depending on diploma prepared and level of french. Please contact directly the departmental coordinator.
- Contact for the Office for Students with Special Needs :  
Service Université Handicap  
Maison de la Vie Étudiante  
24 avenue des Landais - BP 70246  
63175 Aubière  
Tel 04 73 40 55 07  
Fax 04 73 40 52 00  
Mrs. Anne Le Chapelain : [anne.le\\_chapelain@clermont-universite.fr](mailto:anne.le_chapelain@clermont-universite.fr)

## 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)
F CLERMONT02	May, 30th	November, 15th

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](mailto: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.

**F CLERMONT02:** Partner institutions should send nominations by email directly to incomings contact.

The institution will send its decision within 5 weeks after receiving the application form.

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.

**F CLERMONT02:** A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the end of the exchange period given that the transcript form and all relevant course work have been submitted by 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 CLERMON02:** The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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*

<b>Institution</b> [Erasmus code]	<b>WEB PAGE</b>
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>
F CLERMON02	<a href="http://www.univ-bpclermont.fr/IMG/pdf/UBP-grading-system-versus-ECTS-grading-scale.pdf">http://www.univ-bpclermont.fr/IMG/pdf/UBP-grading-system-versus-ECTS-grading-scale.pdf</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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>
F CLERMON02	International Office <a href="mailto:ri@univ-bpclermont.fr">ri@univ-bpclermont.fr</a> Tel: +33 4 73 40 61 37	<a href="http://www.univ-bpclermont.fr/article867.html">http://www.univ-bpclermont.fr/article867.html</a>

### 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
F CLERMONT02	International Office <a href="mailto:ri@univ-bpclermont.fr">ri@univ-bpclermont.fr</a> Tel: +33 473 40 61 37	<a href="http://www.univ-bpclermont.fr/article869.html">http://www.univ-bpclermont.fr/article869.html</a>


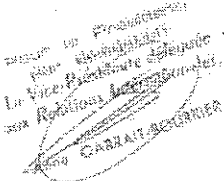
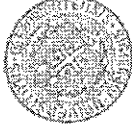
### 4. Housing

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		<a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a>
F CLERMONT02	<b>Brigitte Meilleroux</b> International Relations Office 34, av Carnot BP185, 63006 CLERMONT FERRAND Tel: +33 4 73 40 64 39 Fax: +33 4 73 40 61 02 Email: <a href="mailto:Brigitte.Meilleroux@univ-bpclermont.fr">Brigitte.Meilleroux@univ-bpclermont.fr</a>	<a href="http://www.univ-bpclermont.fr/rubrique101.html">http://www.univ-bpclermont.fr/rubrique101.html</a>

### H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	16/01/14	<i>Mario Ballerini</i>	
F CLERMON02	Legal Representative: Mathias Bernard, Head of UBP	16/01/14		

<sup>7</sup> Scanned signatures are accepted