



European Commission



University of Udine

**Erasmus + Programme  
Key Action 1  
- Mobility for learners and staff -  
Higher Education Student and Staff Mobility  
Inter-institutional<sup>1</sup> agreement 2014-2020<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)
<p><b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY</p> <p><b>All the courses of the degree in Public Relations are taught in Gorizia.</b></p>	<p>I UDINE01</p>	<p><a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility &amp; Erasmus Studio Agreements 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><b>Professor/departmental coordinator:</b></p> <p>Renata LONDERO <a href="mailto:renata.londero@uniud.it">renata.londero@uniud.it</a></p> <p>DILE - DIPARTIMENTO DI LINGUE E LETTERATURE</p>	<p><a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a></p>

<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.

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UNIVERSIDAD DE CORDOBA	E CORDOBA01	<b>Institutional Coordinator:</b> <b>Antonio Ruiz Sánchez</b> <b>Director of the International Relations Office</b> Avenida Medina Azahara, 5 - 14071-CÓRDOBA (España) Tfno. +34 957 212552 Fax: +34 957 212583 e-mail: <a href="mailto:fi2rusaa@uco.es">fi2rusaa@uco.es</a>	<b>Faculty Coordinator:</b> <b>Juan de Dios Torralbo Caballero</b> <b>Vicedean for International Relations</b> Facultad de Filosofía y Letras Plaza del Cardenal Salazar, 3- 14071-CÓRDOBA (España) Tfno. +34 957 218752 Fax: +34 957 218789 e-mail: <a href="mailto:torralbocaballero@uco.es">torralbocaballero@uco.es</a>	<a href="http://www.uco.es/filosofia/lettras/principal/movilidad-comun/international-students.html">http://www.uco.es/filosofia/lettras/principal/movilidad-comun/international-students.html</a>

#### 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]	Number of student	Duration of stay for each students [number of months]
I UDINE01	E CORDOBA01	222 foreign languages	X	4	5
E CORDOBA01	I UDINE01	222 foreign languages	X	2	12

#### C. Teaching Staff Mobility per academic year

FROM	TO	Subje	Subject area	Number of staff mobility periods
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<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>)

[Erasmus code of the sending institution I]	[Erasmus code of the receiving institution I]	ct area code * [ISCE D]	name*	Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	E CORDOBA01	222	foreign languages	To be defined	1X8 hours
E CORDOBA01	I UDINE01	222	foreign languages	To be defined	1X8 hours

#### 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		Italian	Spanish	B1 (Italian)	
E CORDOBA01		Spanish and English (History, Spanish and History of Art degrees only Spanish)		A2-B1 in Spanish and/or English	

- 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.

<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>

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>

#### **E CORDOBA 01: INFRASTRUCTURES TO WELCOME STUDENTS AND STAFF WITH DISABILITIES.**

- The subject areas taught in our Faculty are: English, Spanish, Translation (French & English), History and History of Art. If you have got an agreement with another Faculty of our University in another subject area you should contact the right Erasmus Coordinator to renew your agreement.

See list in the following link:

[http://www.uco.es/internacional/extranjeros/contacta/tutoreserasmus\\_en.html](http://www.uco.es/internacional/extranjeros/contacta/tutoreserasmus_en.html) .

We will accept students ONLY within these 5 subject areas ;

- But, subject areas are not binding; the incoming students can choose up to 2 courses (semester students) and 4 courses (full year student) from another subject area (even one taught in another Faculty of the University);
- Number of students and duration are not binding. For example: 1 student 10 months is a full year student, but it is possible to divide it into 2 students for 1 semester / 5 months each;
- Incoming semester students cannot take annual courses;

#### **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)
E CORDOBA01	<p><b>NOMINATION:</b></p> <p>Autumn Semester/Full Year: <b>1<sup>st</sup> May</b></p> <p><b>SEND TO:</b> <b><u>internacional ffl@uco.es</u></b></p> <p><b>APPLICATION:</b></p> <p>Autumn Semester/Full Year: <b>30 June</b></p>	<p><b>NOMINATION:</b></p> <p>Spring Semester: <b>30<sup>th</sup> November</b></p> <p><b>SEND TO:</b> <b><u>internacional ffl@uco.es</u></b></p> <p><b>APPLICATION:</b></p> <p>Spring Semester: <b>31<sup>st</sup></b></p>

		<b>December</b>
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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.
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.

#### G. Information

##### 1. Grading systems of the institutions

*The link to our webpage is*

Institution [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>
E CORDOBA01	No presentado - The student did not take any examination Suspenso, below 5 - Insufficient Failure Aprobado, 5 -6.9 - Sufficient Notable, 7-7,9 puntos - Satisfactory Notable, 8-8,9 puntos - Good Sobresaliente - Very Good Matrícula de Honor - Excellent

##### 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		<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>
E CORDOBA01	Juan De Dios Torralbo Caballero <a href="mailto:internacional_ffl@uco.es">internacional_ffl@uco.es</a> Tlf: +34 957 21 87 52	<a href="http://www.uco.es/filosofiayletras/principal/movilidad-comun/international-students.html">http://www.uco.es/filosofiayletras/principal/movilidad-comun/international-students.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.

#### **E CORDOBA 01**

Students need both EHIC and Travel/accident Insurance) information to be sent within Welcome email.

### 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>
E CORDOBA01	Juan De Dios Torralbo Caballero <a href="mailto:internacional_ffl@uco.es">internacional_ffl@uco.es</a> Tlf: +34 957 21 87 52	<a href="http://www.uco.es/internacional/extranjeros/alojamiento/index_en.html">http://www.uco.es/internacional/extranjeros/alojamiento/index_en.html</a>

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

Institution [Erasmus	Name, function	Date	Signature <sup>7</sup>	stamp
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<sup>7</sup> Scanned signatures are accepted

code]				
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	21/11/13	Maria Ballerini	
E CORDOBA01	<b>Prof. Dr. Antonio Ruiz Sánchez</b> Director of the International Relations Office	03 DIC 2013		