

Erasmus + Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2016²

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 +39-0432-556218/55649	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
UNIVERSITE DE PAU ET DES PAYS DE L'ADOUR	F PAU01	Head of the International Office Erasmus agreements Marielle Peyret marielle.peyret@univ-pau.fr Tel : +33 (0)5 59 40 70 59 Erasmus Institutional Coordinator Pascale Peyraga erasmus-coordinator@univ-pau.fr Outgoing Erasmus students Sonia Turquet outgoing-students@univ-pau.fr Tel : +33 (0)5 59 40 70 56 Fax : +33 (0)5 59 40 70 03 Incoming Erasmus students Céline Lescaut	Web Site http://ri.univ-pau.fr/ Mobility Programmes : http://ri.univ-pau.fr/live/exchange_programmes Course catalogue : http://ri.univ-pau.fr/live/course_catalogue Integration aids : http://ri.univ-pau.fr/

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.

		incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55 Fax : +33 (0)5 59 40 70 03 Direction des Relations internationales Avenue de l'Université - BP 576, 64012 PAU CEDEX, France	pau.fr/live/helping_you_settle_in Learning French: http://ri.univ-pau.fr/live/learning_french
	I UDINE01	Professor/departmental coordinator: Renata Londero renata.londero@uniud.it DILE – Dipartimento di lingue e letterature straniere	
	F PAU01	Academic coordinator Dolores Thion Soriano-Mollá dolores.thionsoriano-molla@univ-pau.fr Département d'études ibériques et ibéro-américaines UFR Lettres, Langues et Sciences Humaines - Avenue du Doyen Poplawski - 64013 - PAU CEDEX	

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]	Study cycle [2 nd cycle]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	F PAU01	0232 Literature and linguistics (Spanish)			X	2	9
F PAU01	I UDINE01	0232 Literature and linguistics (Spanish)			X	2	9

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 PAU01	0232	Literature and linguistics (Spanish)	To be defined	1
F PAU01	I UDINE01	0232	Literature and linguistics (Spanish)	To be defined	1

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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended: B1]	Staff Mobility for Teaching [Minimum recommended: B2]
I UDINE01	0232	Italian	Spanish	B1 (Italian)	
F PAU01	0232 (Spanish)	Spanish	French*	Spanish/French : B2 recommended B1 accepted	Spanish/French : B2

- 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>

-F PAU01: Erasmus student receive intensive French courses during two orientation weeks in PAU before the beginning of the courses of September. Integration aids: http://ri.univ-pau.fr/live/helping_you_settle_in We also offer French regular courses all along the year for the Erasmus students. http://ri.univ-pau.fr/live/learning_french.

E. Additional requirements

[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.]

I UDINE01: 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>

F PAU01:

- Teaching Staff Mobility. A letter of invitation issued by an authorized UPPA contact person is required prior to implementing Teaching Staff Mobility. The certificate of mobility must be signed at the IRO by the institutional Erasmus coordinator.
- Enrolment. Incoming students must enroll for at least 50% of their credits in the field of admission.
- The University of PAU has launched various initiatives and provides several tools for the integration and support of students in the university environment. http://ri.univ-pau.fr/live/helping_you_settle_in
- Information about sporting and cultural activities in the UPPA and in Aquitaine is offered, as well as orientation on life on campus and support in other areas that may be useful

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>

during the stay at the UPPA ("International Orientation Weeks"). http://ri.univ-pau.fr/live/course_catalogue/culture_discovery

- The University of Pau has the infrastructure to welcome students and staff with disabilities. <http://sante-etudiant.univ-pau.fr/live/amenagements-etudes>

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 PAU01	1st June	15th November

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 20XX will only take effect from the October of the following new academic year.

F PAU01 :

2. The UPPA will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the UPPA no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement
[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

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
F PAU01	http://ri.univ-pau.fr/live/valorising_mobility

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
F PAU01	Incoming Erasmus students Céline Lescaut incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55	http://ri.univ-pau.fr/live/practical-information/visa_residence_permit http://ri.univ-pau.fr/live/digitalAssets/121/121704_Guide_International.pdf

3. Insurance

I UDINE01: 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 PAU01	Incoming Erasmus students Céline Lescaut incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55	http://ri.univ-pau.fr/live/practical_information/insurance http://ri.univ-pau.fr/live/digitalAssets/121/121704_Guide_International.pdf





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
F PAU01	International students accommodation: incoming-students@univ-pau.fr Tel : +33 (0)5 59 40 70 55	http://ri.univ-pau.fr/live/exchange_programmes/erasmus/accommodation

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	13.01.14		
F PAU01	Mohamed AMARA Président de l'Université	27.01.14		

⁷ Scanned signatures are accepted