



University of Udine



European Commission



Nebrija
Universidac

Erasmus + Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2015/16-
2017/18
between programme countries
[Minimum requirements]

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 (email, phone) | Website (eg. of the course catalogue) |
|--|-------------------|--|--|
| UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY | I UDINE01 | Claudia.schilleo@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 |
| | I UDINE01 | Academic contact: prof.ssa Renata Londero Renata.londero@uniud.it | |
| Universidad Antonio de Nebrija Department of International | E MADRID 12 | Department of International Programmes Campus de la Berzosa Universidad Nebrija 28240 Hoyo de | http://www.nebrija.com |

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|------------|--|--|--|
| Programmes | | Manzanares (Madrid) ESPAÑA international@nebrija.es Phone: +34 91 452 11 01 Fax: +34 91 452 11 11 <i>International Dept. Manager:</i> Belén Sanz: bsanz@nebrija.es <i>Erasmus Coordinator:</i> Leticia Fernández: lfernaru@nebrija.es <i>Exchange Coordinator:</i> Stephanie Lim: slim@nebrija.es <i>Manager for European Programmes:</i> Ana Keller: akellepi@nebrija.es | |
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B. Student Mobility¹ 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 [1 st cycle, or undergraduate] | Study cycle [2 nd cycle or postgraduate] | Study cycle [phd or doctoral cycle] | Number of students | Duration of stay for each students [number of months] |
|---|---|---|---|---|-------------------------------------|--------------------|---|
| I UDINE01 | E MADRID 12 | 0230: Languages | 1st | 2nd | Phd | 4 | 5 |
| E MADRID 12 | I UDINE01 | 0230: Languages | 1st | 2nd | Phd | 4 | 5 |

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

¹ 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>)

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 * | Study cycle | Number of staff mobility periods | |
|--|--|---|---------------------------|---------------|-------------------------------------|--|
| | | | | | Staff Mobility for Teaching | Average duration in weeks (minimum of teaching hours required: 8) |
| I UDINE01 | E MADRID 12 | 0230: | Languages | 1st, 2nd, 3rd | | |
| E MADRID 12 | I UDINE01 | 0230: | Languages | 1st, 2nd, 3rd | | |

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 instructi on 1 | Language of instruction 2 | Recommended language of instruction level ² | |
|---|---------------------------|-------------------------------------|------------------------------------|--|---|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| I UDINE01 | | Italian | | B1 Italian | B2 Italian or English |
| E MADRID 12 | | Spanish | English | B2 | B2 |

-At the University of Udine: 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>

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

² 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>

E. Additional requirements

At the University of Udine:

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 of I UDINE01:

<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>

[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) |
| E MADRID 12 | Nomination and Application Deadlines: July 1 | Nomination and Application Deadlines: November 15 |

[to be adapted in case of a trimester system]*

2. **E MADRID 12:** Will send its decision within 2 weeks.

- **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.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

- **I UDINE01** will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.

- Erasmus incoming student at **I UDINE01** has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.

4. Termination of the agreement

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.

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

I UDINE01

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 |

E MADRID12

| Grade | Spanish Grade | English Definition |
|----------|--------------------|--------------------|
| 10 | Matrícula de Honor | With distinction |
| 9,0-10 | Sobresaliente | Outstanding |
| 7,0-8,9 | Notable | Remarkable |
| *5,0-6,9 | Aprobado | Pass |
| 0-4,9 | Suspenso | Fail |

*The minimum passing grade is 5.

2. Visas

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 |
| E MADRID 12 | Ana Keller <i>Student services, course selection, semester dates, general orientation</i> akellepi@nebrija.es Phone: +34 91 452 11 01 x4564 | http://www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/visa.php |

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.

At the University of Udine: 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 |
|-------------------------------|--|---|
| I UDINE01 | | |
| E MADRID 12 | Ana Keller akellepi@nebrija.es +34 91 452 11 01 x4564 | http://www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/health-insurance.php |





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.unjud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng |
| E MADRID12 | Ana Keller akellepi@nebrija.es +34 91 452 11 01 x4564 | http://www.nebrija.com/programas-internacionales/study-abroad-madrid-spain/accommodation-madrid.php |

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature | stamp |
|----------------------------------|---|---------------|--|---|
| I UDINE01 | Vice Rector for International Mobility prof. M. Ballerini | 5.11.14 |  |  |
| E MADRID 12 | Prof. Bruno Pujol Bengoechea, General Manager for International Development | 9.11. 2014 |  |  |