



Erasmus+ Programme

Key Action 1
 – Mobility for learners and staff –
 Higher Education Student and Staff Mobility
 Inter-institutional¹ agreement 2014-2021²
 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+ 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 (eg. of the course catalogue)
University of the Aegean	G Athine 41	Assoc. Prof. N.A. Soucickels, Vice Rector of Academic Affairs ono Student Welfare, vice-rector@aegean.gr Phone: +30 225 0 34021, http://www.aegean.gr/	Department of Academic Programs & International Relations, University Hill, Administration Building, Mytilene, 81102, Greece Ms. Arlene Kozanta Erasmus+ Coordinator akozan@aegean.gr Phone: +3022510 36118-36165 Fax: +3022510 36089 http://www.aegean.gr/erasmus-cooperation/
UNIVERSITY OF UDINE International Relations and Mobility Office v. Palladio, 8 33100 UDINE ITALY	I UDINE01	Claudia.schileo@univud.it outgoing mobility & Erasmus Studio Agreements Fax + 39-0432-556229 phone: +39-0432-556221	International Student Service iss@univud.it incoming exchange mobility
Academic contact: prof. F. Piffasio francesco.piffasio@univud.it			

¹Inter-institutional agreements can be signed by two or more higher education institutions
²Higher Education Institutions have to agree on the period of validity of this agreement
³Changes may be added to this template agreement to better reflect the nature of the institutional partnership.
⁴Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Department of Cultural Technology and Communication G ATHINE41	Dr. E. Iojini & Dr. A. Chronopoulos Phone: +3022510 36642-36652 lists@aegean.gr	http://www.aegean.gr/erasmus-cooperation-studies-program-structure
	Fax +39-0432-556496 phone +39-0432-556218/556497 general course catalogue: http://www.univud.it/didattica/foolita courses held in english: http://www.univud.it/international-area	

B. Mobility numbers⁵ per academic year

[Paragraph to be added, 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 January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area [ISCED]	Subject area name	Study cycle [1 st , 2 nd or 3 rd]	Number of student mobility periods	Student Mobility for Traineeships*
G Athine 41	I UDINE01	213	Art & Design, Photography, Cinematography	1 st , 2 nd , 3 rd	(3* 6 months)	
I UDINE01	G Athine 41	213	Art & Design, Photography, Cinematography	1 st , 2 nd , 3 rd	(3* 6 months)	

*Mobility numbers can be given per sending/receiving institutions and per education field (optional):
<http://www.unesco.org/education/pages/international-standard-classification-of-education.aspx>

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[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 traineeships, 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.]

FROM	TO	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	Staff Mobility for Teaching	Staff Mobility for Training *
G Athine 41 [Erasmus code of the sending institution]	I UDINE01	213	Art & Design, Photography, Cinematography	1 (1* 5 days, min 8 hours)	1 (1* 5 days, min 8 hours)	
I UDINE01	G Athine 41	213	audio-visual techniques and media production (cinematography, cinematography, communication)	1 (1* 5 days, min 8 hours)		

C. 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	Optional Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	Recommended language of instruction level ⁶
[Erasmus code]				Minimum recommended level:	Minimum recommended level:

⁶For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://eurasacreddp.europa.eu/en/resource/european-language-levels-cefr>

		B1	B2
G Athine 41	Greek	English for laboratory works/tutorials and projects in English	B2 (language certificate required)
I UDINE01	ITALIAN	ENGLISH	B1

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

D. 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.]

- **G Athine 41**
- All candidates (students and staff) ought to be aware of their rights and duties, as dictated by the Erasmus Student Charter
- All candidates (students and staff) should be fully informed about the application procedure and the required documents, through the Erasmus Office website, before consulting with the corresponding Office
- The application deadlines are inflexible. Application documents will be accepted strictly within the specified deadlines
- All applicants should have acquired the European Insurance Cards
- Applicants with disabilities/special needs should, in advance, notify the involved parties, in order for the facilities availability to be checked

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 Learning Agreement on the web site of I UDINE01:

- <http://www.uniud.it/international-area/incoming-mobility/protocollo%20di%20studio%20di%20estensione%20del-periodo-prolungamento-del-periodo-di-studio?lingua=eng>
- <http://www.uniud.it/international-area/incoming-mobility/modifiche-allo-stud-change-to-original-proposed-learning-agreement/modifiche-allo-stud-change-to-original-proposed-learning-agreement?lingua=eng>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving Institution [Erasmus code]	Autumn term* [Month]	Spring term* [Month]
G Athine 41	15 th of June	15 th of October
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

- **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...).
- **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.

2. University of the Aegean will send its decision within 4 weeks after the deadline provided that the nominated students sent complete application files. The receiving institution will send its decision within [X] weeks.
3. University of the Aegean will issue the Transcript of Records no later than 5 weeks after the exam period has finished. A Transcript of Records will be issued by the receiving institution no later than [xx] 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."]

F. Information

1. Grading systems of the institutions

G Athine 41	grades	definition
	8,50-10,00	excellent
	6,50-8,49	very good
	5,00-6,49	good
	0-4,99	fail
	N.P.	Non present at the exam

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-vot-ects-ects-labels/tabella-vot-ects?lingua=eng

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
G Athine 41	Erasmus Office +302251036118/36155	http://www.aegean.gr/aegean/en/mobility/practical_issues.htm
I UDINE01		http://www.uniud.it/inter-national-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng

⁷http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
G Athine 41	Erasmus Office +302251036118/36165	http://www.aegean.gr/aegean/en/mobility_practical_issues.htm
I UDINE01		<p>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.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

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
G Athine 41	Erasmus Office +302251036118/361	http://www.aegean.gr/aegean/en/mobility

I UDINE01	65	http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine?lingua=eng
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6. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^s
G Athine 41	Assoc. Prof. N.A. Souckellis, Vice Rector	08/01/2014	
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	21/12/13	



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