

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 2015-2021<sup>2</sup>

### between programme countries 2014/15 – 2020/21

### [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 (eg. 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 +39-0432-556218/556497	<a href="http://www.uniud.it/inter-national-area/incoming-mobility">http://www.uniud.it/inter-national-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 english: <a href="http://www.uniud.it/inter-national-area">http://www.uniud.it/inter-national-area</a>
	<b>I UDINE01</b>	<b>Academic contact:</b>  Prof. Ag. Dr. Elena Polledri  Dipartimento di Lingue e Letterature Straniere (DILE)  Via Mantica 3, 33100 Udine  Tel.: +39 04325 -56750 or -56758  E-mail: <a href="mailto:elena.polledri@uniud.it">elena.polledri@uniud.it</a>	Courses  Bachelor  <a href="http://next.uniud.it/it/didattica/info-didattiche/programmi-insegnamenti/programmi-insegnamenti-lingue-e-letterature-straniere">http://next.uniud.it/it/didattica/info-didattiche/programmi-insegnamenti/programmi-insegnamenti-lingue-e-letterature-straniere</a>  <a href="http://next.uniud.it/it/didattica/info-">http://next.uniud.it/it/didattica/info-</a>

<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.

		<p>Prof. Ag. Dr. Silvia Contarini</p> <p>Dipartimento di Studi Umanistici</p> <p>Via Mazzini 3</p> <p>33100 Udine</p> <p>Silvia.Contarini@uniud.it</p>	<p><a href="http://next.uniud.it/it/didattiche/insegnamenti/programmi-insegnamenti-mediazione-culturale">didattiche/programmi-insegnamenti/programmi-insegnamenti-mediazione-culturale</a></p> <p>Master</p> <p><a href="http://next.uniud.it/it/didattiche/insegnamenti/programmi-insegnamenti-lingue-letterature-europee-ed-extraeuropee">http://next.uniud.it/it/didattiche/insegnamenti/programmi-insegnamenti-lingue-letterature-europee-ed-extraeuropee</a></p> <p><a href="http://next.uniud.it/it/didattiche/insegnamenti/programmi-insegnamenti-traduzione-e-mediazione-culturale/coorte-2014-15">http://next.uniud.it/it/didattiche/insegnamenti/programmi-insegnamenti-traduzione-e-mediazione-culturale/coorte-2014-15</a></p>
<p><b>Universität Konstanz</b></p>	<p>D KONSTAN01</p>	<p><b>International Office:</b></p> <p>ERASMUS Institutional Coordinator (Agreements and Staff Mobility): Renate Krüßmann <a href="mailto:Erasmus.agreements@uni-konstanz.de">Erasmus.agreements@uni-konstanz.de</a></p> <p>ERASMUS Student Mobility: Constanze Mittag, Verena Ladegast</p> <p>D – 78457 Konstanz Tel +49-7531-88 5234 or 2688 <a href="mailto:Erasmus@uni-konstanz.de">Erasmus@uni-konstanz.de</a></p> <p><b>Departmental Coordinators:</b></p> <p>Department of Literature Prof. Dr. Michael Schwarze <a href="mailto:michael.schwarze@uni-konstanz.de">michael.schwarze@uni-konstanz.de</a> Tel. +49 (0) 7531-88-2681</p>	<p><a href="http://www.uni-konstanz.de">www.uni-konstanz.de</a></p>

**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	D KONSTAN01	222 Foreign Languages 22 Humanities	X	X	X	4 (2 for Foreign Languages + 2 for Humanities)	6
D KONSTAN01	I UDINE01	222 Linguistics and Literature	X	X	X	4	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	D KONSTAN01	222 22	Foreign Languages Humanities	2	2
D KONSTAN01	I UDINE01	222	Linguistics and Literature	2	2

**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:

<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>)

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 German English	Italian German English	Italian B1	German or Italian, B2
D KONSTAN01		German	English	B1	C1

**-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>

#### 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>

##### At the University of Konstanz:

Information about infrastructure to welcome students and staff with disabilities available on individual request depending on special needs. Please contact: [erasmus@uni-konstanz-de](mailto:erasmus@uni-konstanz-de)

<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://eurcpass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

[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
<b>I UDINE01</b>	15 May (nomination letter)	30 September (nomination letter)
<b>D KONSTAN01</b>	15 May	15 November

- **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](mailto: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.

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
<b>I UDINE01</b>	<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>
<b>D KONSTAN01</b>	<a href="http://www.international.uni-konstanz.de/en/international-students/studying-in-konstanz/grading-system/">http://www.international.uni-konstanz.de/en/international-students/studying-in-konstanz/grading-system/</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:

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>
D KONSTAN01	Alexandra Fräsch, Marita Mau, et al Phone: +49-7531-885029 - Fax: +49 7531 883037 Email: <a href="mailto:international.incoming@uni-konstanz.de">international.incoming@uni-konstanz.de</a>	<a href="http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/visa/">http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/visa/</a>

## 3. Insurance

**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.

**The University of Konstanz** will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)


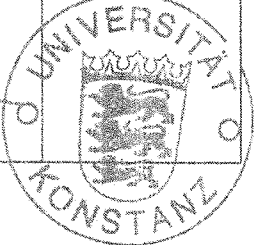
## 4. Housing

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>
D KONSTAN01	Ursula Lindel et al Phone: +49-7531-88 3219- Fax: +49 7531 883037 Email: <a href="mailto:international.incoming@uni-konstanz.de">international.incoming@uni-konstanz.de</a>	<a href="http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/accommodation/">http://www.international.uni-konstanz.de/en/international-students/pre-arrival-guide/accommodation/</a>

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Vice Rector for International Mobility prof. Monica Ballerini	3.11.14	Monica Ballerini	
D KONSTAN01	On behalf of the Rector of the University of Konstanz  Renate Krüßmann ERASMUS Institutional Coordinator International Office	21.10.14	R. Krüßmann	

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