

UNIVERSITÄT  
ERFURT



# Erasmus+ Programme Erasmus Studio Programme

**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff Mobility**

## Inter-institutional<sup>1</sup> agreement 2014-2018<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 (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/international-area/incoming-mobility">http://www.uniud.it/international-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/incoming-mobility">http://www.uniud.it/incoming-mobility</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.

		<b>Professor/departmental coordinator:</b>  Luigi REITANI <a href="mailto:luigi.reitani@uniud.it">luigi.reitani@uniud.it</a>  DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	<u>International-area</u>
University of Erfurt, Germany  Nordhaeuser Strasse 63 99089 Erfurt Germany	D ERFURT05	<b>Institutional Coordinator:</b> Manuela LINDE Head of International Office Tel. +49 361 737 5031 Fax +49 361 737 5039 E-mail: <a href="mailto:manuela.linde@uni-erfurt.de">manuela.linde@uni-erfurt.de</a>	Website for incoming exchange students:  German: <a href="http://www.uni-erfurt.de/international/incoming/teilstudium/">http://www.uni-erfurt.de/international/incoming/teilstudium/</a>  English: <a href="http://www.uni-erfurt.de/en/international/incoming/exchange-students/">http://www.uni-erfurt.de/en/international/incoming/exchange-students/</a>  Course catalogue: <a href="http://www.uni-erfurt.de/PublicServices/Veranstungsverzeichnis/default.aspx">http://www.uni-erfurt.de/PublicServices/Veranstungsverzeichnis/default.aspx</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]	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 ERFURT05	222 Foreign language	X			1	6
D ERFURT05	I UDINE01	222 Foreign language					

### C. Teaching Staff Mobility per academic year

<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>)

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching	Average duration in weeks (minimum of teaching hours required: 5)
I UDINE01	D ERFURT05	222	Foreign languages	To be defined	
D ERFURT05	I UDINE01	222	Foreign languages	To be defined	

#### 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:

<b>Receiving institution</b> [Erasmus code]	<b>Optional: Subject area</b>	<b>Language of instruction 1</b>	<b>Language of instruction 2</b>	<b>Recommended language of instruction level<sup>6</sup></b>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English if required		
D ERFURT05		German	English (limited number of courses)	B1	B2 if not agreed to teach in another language, f.e. 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>

<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>

## 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.

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. 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)
D ERFURT05	June 15	November 30

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.

The D ERFURT05 will send its decision (information package) within 6 weeks at the maximum from the reception of completed application.

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.

Erasmus incoming student at the D ERFURT05 has to inform the International Office when all courses are registered in the students online system (ELVIS) and provide an

address where the Transcript should be sent to. Then the Transcript of Records will be issued and sent to the home university or the student directly within 2 weeks.

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**

#### **I UDINE01**

<http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng>

#### **D ERFURT05: University of Erfurt**

1	„very good“	= an excellent performance
2	„good“	= a performance which is considerably above the average requirements
3	„satisfactory“	= a performance which meets the average requirements
4	„sufficient“	= a performance which still meets the requirements, despite its shortcomings
5	„insufficient“	= a performance which fails to meet the requirements on account of considerable shortcomings

The grading scale has five grades, which means that, including the intermediate grades, 10 pass grades (from 1.0 to 4.0) and one failure grade (5.0) can be awarded. Intermediate grades can be awarded in order to provide a finer differentiation of the grading of the performance. This is done by raising or lowering the individual grades by 0.3. However, the grades 0.7 , 4.3 , 4.7 and 5.3 cannot be awarded.

#### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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 ERFURT05	International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5030 Fax +49 361 737 5039 E-mail: international@uni-erfurt.de	German: <a href="http://www.uni-erfurt.de/international/incoming/praktischehinweise/#c13949">http://www.uni-erfurt.de/international/incoming/praktischehinweise/#c13949</a>  English: <a href="http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14597">http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14597</a>

### 3. Insurance

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D ERFURT05	International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5030 Fax +49 361 737 5039 E-mail: international@uni-erfurt.de	German: <a href="http://www.uni-erfurt.de/international/incoming/praktischehinweise/#c13947">http://www.uni-erfurt.de/international/incoming/praktischehinweise/#c13947</a>  English: <a href="http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14596">http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14596</a>
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.

### 4. Housing



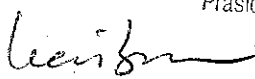
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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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 ERFURT05	<p>Studentenwerk Thüringen Anstalt des öffentlichen Rechts Philosophenweg 22 07743 Jena</p> <p>Tel. +49 361-7371821 Fax +49 361-7371991 E-Mail: wef@stw- thueringen.de</p>	<p>German: <a href="http://www.stw-thueringen.de/deutsch/wohnen/bewerbung-wohnplatz/bewerbung-auf-wohnplatz-neu.html">http://www.stw-thueringen.de/deutsch/wohnen/bewerbung-wohnplatz/bewerbung-auf-wohnplatz-neu.html</a></p> <p>English: <a href="http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html">http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html</a></p>

#### H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>	stamp
I UDINE01	Prof M.Ballerini - Vice Rector for International Mobility	27.11.2013		
D ERFURT05	Prof. Dr. Kai Brodersen President	18.11.2013		<p>Prof. Dr. Kai Brodersen Präsident der Universität Erfurt Nordhäuser Str. 63 99089 Erfurt</p>

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

