



European Commission



University of Udine

Erasmus Studio Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2018²

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 the 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 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 +39-0432-556218/556497	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
NUI Galway	IRLGALWAY01	<i>Institutional Coordinator:</i> Ms Mary Lyons, International Affairs Officer E-mail: mary.lyons@nuigalway.ie Tel. +353 91 493491 <i>Student Mobility / Nominations:</i> Ms Gisèle Farrell e-mail: gisele.farrell@nuigalway.ie Tel. +353 91 493749; fax +353 91 494562	http://www.nuigalway.ie/erasmus/incoming

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.

	I UDINE01	Professor/departmental coordinator: Deborah SAIDERO <u>deborah.saidero@uniud.it</u> DILE - DIPARTIMENTO DI LINGUE E LETTERATURE STRANIERE	
	IRLGALWAY01	<i>Academic Coordinator:</i> Dr. Lindsay Myers, Italian Dept Tel. +353-91-492396 email: <u>italian@nuigalway.ie</u>	

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, or undergraduate]	Study cycle [2 nd cycle, or postgraduate]	Study cycle [phd or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	IRLGALWAY01	222 foreign languages	X			2	9
IRLGALWAY01	I UDINE01	222 foreign languages	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	Average duration in weeks (minimum of teaching hours required: 8)
I UDINE01	IRLGALWAY01	222	foreign languages	Staff Mobility for Teaching	Only by individual agreement
IRLGALWAY01	I UDINE01	222	foreign languages		Only by individual agreement

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 level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	English if required	A1 (certificate not required)	
IRLGALWAY01		English		B2	B2

- 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

I UDINE01

The original transcript of records 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>

IRLGALWAY01

Important information for applicants is to be found at www.nuigalway.ie/erasmus/incoming/admission_procedures.html and www.nuigalway.ie/erasmus/incoming/faqs.html.

For information on the **courses that are available to visiting students**, please see <http://www.nuigalway.ie/erasmus/incoming/courses.html>.

Disability Service: www.nuigalway.ie/disability

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>

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)
IRLGALWAY01	31 st May.	31 st October

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.

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.

NUI Galway will issue acceptance e-mails within five weeks of the application deadline.

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.

NUI Galway will issue transcripts within six weeks of the end of the examination period.

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

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
IRLGALWAY01	http://www.nuigalway.ie/erasmus/incoming/academic_procedures.html

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
IRLGALWAY01	Louise Coyle E-mail: louise.coyle@nuigalway.ie Tel. +353 91 495277	www.nuigalway.ie/international-students/prearrival.html

3. Insurance

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:

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
IRLGALWAY01	Accommodation Office E-mail: teresa.kelly@nuigalway.ie Tel. +353 91 492364	www.nuigalway.ie/accommodation

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷	stamp
I UDINE01	Vice rector for International Mobility	20.11.13	<i>Monica Belleruti</i>	
IRLGALWAY01	Institutional Coordinator: Mary Lyons International Affairs Officer	19/11/2013	<i>Mary Lyons</i>	

⁷ Scanned signatures are accepted



Institutional Factsheet for the ERASMUS+ PROGRAMME

This factsheet may also serve as an Annex to inter-institutional agreements.

1. Institutional Information

(i) Institutional Details

<i>Full Legal Name of Institution</i>	National University of Ireland, Galway (NUI Galway)
<i>Address</i>	University Road, Galway, Ireland
<i>Erasmus ID code</i>	IRLGALWAY01
<i>EUC Number</i>	28471-IC-1-2007-1-IE-ERASMUS-EUCX-1
<i>Institution website</i>	www.nuigalway.ie
<i>Erasmus website</i>	www.nuigalway.ie/erasmus
<i>Course catalogue</i>	www.nuigalway.ie/erasmus/incoming/courses.html

(ii) Main Contacts

<i>Erasmus Institutional Coordinator</i>	Mary Lyons
<i>Responsibilities</i>	Central management of Erasmus programme Bilateral agreements; staff mobility
<i>Contact details</i>	E-mail: mary.lyons@nuigalway.ie Tel. +353 91 493491

<i>Erasmus Administrative Assistant</i>	Gisèle Farrell
<i>Responsibilities in relation to incoming students</i>	Deals with nominations, applications and transcripts, as well as general enquiries.
<i>Contact details</i>	E-mail: gisele.farrell@nuigalway.ie or erasmus-office@nuigalway.ie Tel. +353 91 493749; Fax +353 91 494562

<i>Academic Coordinator</i>	For details, see individual agreements, or go to www.nuigalway.ie/erasmus/incoming/coordinators_incoming.html .
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2. Detailed requirements and additional information

(i) Recommended Language Skills

With the exception of some courses offered through the Discipline of Gaeilge (Irish), teaching at NUI Galway is through the medium of English. We do not have a specific exam-based requirement in relation to incoming Erasmus students' level of English, but it is very important that they have a good command of the English language, both written and spoken, because otherwise they will almost certainly encounter significant difficulties in understanding lectures, taking part in class exercises, and in writing assignments and exams. We would suggest **Level B2** on the Common European Framework of Reference for Languages.

For incoming teaching staff, the required level is at least B2.

(ii) *Students with Disabilities* should liaise with our Disability Support Service: www.nuigalway.ie/disability.

(iii) Calendar

<i>Nomination deadline Semester 1 or Full Year</i>	Mid-May
<i>Application deadline Semester 1 or Full Year</i>	31 st May
<i>Nomination deadline Semester 2</i>	Mid-October
<i>Application deadline Semester 2</i>	31 st October
<i>Application Procedure</i>	Information brochures and application forms are available at www.nuigalway.ie/erasmus/incoming/admission_procedures.html . Forms should be completed by the nominated students, and then signed by their home university departmental coordinator. Only original forms (not faxes or photocopies) can be accepted.
<i>Decision response</i>	Students will receive an acceptance e-mail within 5 weeks of the application deadline.
<i>Issue of transcripts</i>	Within 6 weeks of the end of the examination period, transcripts will be sent by post to the international offices of partner institutions. Copies will also be sent to students at their home addresses.
<i>Academic calendar</i>	Semester 1 usually runs from early September to approx. mid-December (including exams) Semester 2 usually runs from early January to mid-May (including exams) See www.nuigalway.ie/academic_dates/ Repeat examinations for semesters 1 and 2 take place in August.

(iv) Reception of Erasmus Students and registration deadlines

An orientation programme for international students begins on Thursday of the week before the teaching term commences. Subject/module registration usually takes place approximately two weeks later. Students are advised of all relevant dates by e-mail before they arrive.

They should also check www.nuigalway.ie/erasmus/incoming/news.html.

(v) Course choice for visiting students

Students should consult the handbooks at <http://www.nuigalway.ie/erasmus/incoming/courses.html>.

All modules available to visiting students are listed here, and Erasmus students may not register for any other modules. The only exception is for students coming under our Law exchanges; further information can be found at the link mentioned above.

Please note that no postgraduate modules are available to Erasmus students.

(vi) English classes

A five-week series of free English classes is organised for new Erasmus students at the beginning of each semester. Classes take place two evenings per week. The course does not carry ECTS credits.

(vii) Amendments to, or Termination of, Agreements

Changes to bilateral agreements (such as adjustments to the number of students exchanged) can be agreed between the partners from year to year. In the event of unilateral termination, a notice of at least one academic year will be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Further Information

(i) Grading System at NUI Galway

1 st Class Honours	70% and above
2 nd Class Honours, Grade 1	60% - 69%

2 nd Class Honours, Grade 2	50% - 59%
3 rd Class Honours	45% - 49%
Pass	40% - 44%
Fail	Below 39%

(ii) Visas

Information and assistance can be provided by the following contact point and information source:
Louise Coyle; e-mail: louise.coyle@nuigalway.ie; tel. +353 91 495277
Website: www.nuigalway.ie/international-students/prearrival.html

(iii) Insurance

Please see our website: www.nuigalway.ie/erasmus/incoming/student_health.html.
Additional information and assistance can be provided by the following contact point:
Mary Lyons; e-mail: mary.lyons@nuigalway.ie; tel. +353 91 493491

(iv) Housing

NUI Galway's Accommodation Office offers advice and assistance.
See www.nuigalway.ie/accommodation_office/ for information and contact details.
Please note that reservations of rooms in student residences must be made by dealing directly with the residences. Demand is usually high, and early booking is advisable.

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