Erasmus + Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2014-2020[2]
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 higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[4] (email, phone)	Website (e.g. of the course catalogue)
UNIVERSITY OF UDINE *International Relations and Mobility Office* 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

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[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.

	F NANCY43	**Institutional ERASMUS Coordinator:** *Mariama Traore* Phone: +33 3 87 54 77 83 Email: mariama.traore@univ-lorraine.fr Mme Marie-Christine VIRY-MICHEL Central management of the ERASMUS+ programme Contact person for Erasmus + partners 91 avenue de la Libération 54000 NANCY Phone: +33 3 54 50 41 53 Email: marie-christine.viry@univ-lorraine.fr	
	I UDINE01	**Professor/departmental coordinator:** Marino MICULAN marino.miculan@uniud.it DIMI - DIPARTIMENTO DI MATEMATICA E INFORMATICA	
	F NANCY43	Nathalie FICK Head of International Office at Mines Nancy Phone: +33 3 55 66 26 75 Email: mines-nancy-dai@univ-lorraine.fr Caroline THIERY Student Mobility Coordinator - Outgoing Phone: +33 3 55 66 26 77 Email: mines-nancy-dai@univ-lorraine.fr Viviane ROUSSEL Student Mobility Coordinator – Incoming Phone: +33 3 55 66 26 76 Email: mines-nancy-dai@univ-lorraine.fr	

B. Student Mobility numbers[5] 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 [1st cycle or undergraduate]	Study cycle [2nd cycle or postgraduate]	Study cycle [PhD or doctoral cycle]	Number of student	Duration of stay for each students [number of months]
I UDINE01	F NANCY43	481 Computer Science		X		2	6
F NANCY43	I UDINE01	481 Computer Science		X		2	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	F NANCY43	481	Computer Science		
F NANCY43	I UDINE01	481	Computer Science	1	8
		52	Engineering	1	8

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:

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[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)

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			
F NANCY43		French		B1	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

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

[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:

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[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

Receiving institution [Erasmus code]	Autumn term, or full year	Spring term
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
F NANCY43	May 31st	October 31st

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). 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.

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.

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

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

F NANCY43	

	Notes / Grades		Scale /20	
V	Validé	*Pass*	/	
NV	Non Validé	*Fail*	/	
EX	Excellent	*Excellent*	[18/20 – 20/20]	
TB	Très bien	*Very Good*	[16/20 – 18/20]	
BI	Bien	*Good*	[14/20 – 16/20]	
AB	Assez bien	*Satisfactory*	[12/20 – 14/20]	
P	Passable	*Sufficient*	[10/20 – 12/20]	Minimum level accepted
F	Faible	*Unsatisfactory*	[08/20 – 10/20]	
I	Insuffisant	*Very Poor*	< 08/20	

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
F NANCY43		Visas and immigration procedures: http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine

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.
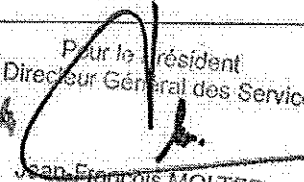
4. Housing

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
F NANCY43		http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine

H. Signature of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]	stamp
I UDINE01	Prof. M. Ballerini Vice rector for International Mobility	30/01/14	*Marco Ballerini*	
F NANCY43	Prof. Dr. Pierre MUTZENHARDT President of University de Lorraine	28 01 14	Pour le Président Le Directeur Général des Services Jean-François MOLTER	

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[7] Scanned signatures are accepted

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	MINES NANCY / UNIVERSITE DE LORRAINE
Erasmus Code	F NANCY 43
EUC	
Institution website	http://www.mines-nancy.univ-lorraine.fr/ http://www.mines-nancy.univ-lorraine.fr/node/150
Online course catalogues	http://www.mines-nancy.univ-lorraine.fr/sites/mines-nancy.univ-lorraine.fr/files/media/formations-ingenieurs/pdf/icm/minesnancy_syllabusicm_13-14.pdf http://www.mines-nancy.univ-lorraine.fr/sites/mines-nancy.univ-lorraine.fr/files/media/formations-ingenieurs/pdf/mgp/MinesNancy_Syllabus_MGPVF.pdf http://www.mines-nancy.univ-lorraine.fr/sites/mines-nancy.univ-lorraine.fr/files/media/formations-ingenieurs/pdf/ic/syllabus_fiic.pdf

1.2. Main contacts

Contact person	Nathalie FICK
Responsibility	Head of International Office at Mines Nancy
Contact details	Phone: +33 3 55 66 26 75 - Email: mines-nancy-dai@univ-lorraine.fr

Contact person	Caroline THIERY	Viviane ROUSSEL
Responsibility	Student Mobility Coordinator - Outgoing	Student Mobility Coordinator - Incoming
Contact details	Phone: +33 3 55 66 26 77 Email: mines-nancy-dai@univ-lorraine.fr	Phone: +33 3 55 66 26 76 Email: mines-nancy-dai@univ-lorraine.fr

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	52+	French	[Minimum recommended level: B1]
Staff Mobility for Teaching	52+	French	[Minimum recommended level:B2]

* Level according to Common European Framework of Reference for Languages (CEFR), see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Calendar

2.2.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	May 31st
Spring term	October 31st

2.2.2. Decision Response

We will send our decision within 4 weeks.

2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

2.2.4. Termination of 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. 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."

3. Additional information

3.1. Grading system

Mines Nancy grading system

	Notes / Grades		Scale /20	
V	Validé	Pass	/	
NV	Non Validé	Fail	/	
EX	Excellent	Excellent	[18/20 – 20/20]	
TB	Très bien	Very Good	[16/20 – 18/20]	
BI	Bien	Good	[14/20 – 16/20]	
AB	Assez bien	Satisfactory	[12/20 – 14/20]	
P	Passable	Sufficient	[10/20 – 12/20]	Minimum level accepted
F	Faible	Unsatisfactory	[08/20 – 10/20]	
I	Insuffisant	Very Poor	< 08/20	

3.2 Visa / Insurance / Housing

Information available in our International Welcome Booklet : http://www.mines-nancy.univ-lorraine.fr/node/150