

# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014-2020<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+ 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)
ESUNIVERSIDAD FRANCISCO DE VITORIA	ESMADRID28	Dr. Belén Navajas-Josa Institutional Coordinator <a href="mailto:b.navajas@ufv.es">b.navajas@ufv.es</a> Clara Gartner Internationalisation Project Manager <a href="mailto:c.gartner@ufv.es">c.gartner@ufv.es</a> Ph. +34 917091475	<a href="http://www.ufvinternational.com">www.ufvinternational.com</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><b>UNIVERSITY OF UDINE</b>  <i>International Relations and Mobility Office</i>  v. Palladio, 8  33100 UDINE  ITALY</p>	<p>I UDINE01</p>	<p><a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a>  outgoing mobility &amp; Erasmus Studio Agreements  Fax +39-0432-556229  phone: +39-0432-556221</p> <p>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</p> <p>Academic contact: prof. S. Lazzer  Stefano.lazzer@uniud.it</p>	<p><a href="http://www.uniud.it/international-area/incoming-mobility">http://www.uniud.it/international-area/incoming-mobility</a></p> <p>general course catalogue:  <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a></p> <p>courses held in english:  <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a></p>
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## B. Mobility numbers<sup>5</sup> per 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 code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies  [total number of months of the study periods or average duration*]
I UDINE01	ESMADRI D28			1 <sup>st</sup> 2 <sup>nd</sup>	
		813	Physical Education, Sport Science		2x10 = 20
ESMADRI D28	I UDINE01			1 <sup>st</sup> 2 <sup>nd</sup>	
		813	Physical Education, Sport Science		2x10 = 20

[\*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 traineeship; 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 [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  [total number of days of teaching periods or average duration*]
I UDINE01	ESMADRID 28	813	Physical Education, Sport Science	1x5 = 5
ESMADRID 28	I UDINE01	813	Physical Education, Sport Science	1x5 = 5

<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>)



### 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 [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		B1	
ESMADRID28		ES		B1	C1

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

#### 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>

UFV is able to receive disabled students.

<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. Calendar

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

Receiving institution (Erasmus code)	Autumn term* (month)	Spring term* (month)
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
ESMADRID28	15 <sup>TH</sup> June	15 <sup>th</sup> 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.

2. The receiving institution will send its decision within [6] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [5] 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

*In the event of unilateral termination of the agreement, 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. "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

Institution (Erasmus code)	WEB PAGE
I UDINE01	<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>

## ES MADRID28

<http://www.ufvinternational.com/en/spanish-system-of-transcripts/>

### 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>
ESMADRID28	<a href="mailto:ai.fernandez@ufv.es">ai.fernandez@ufv.es</a>	<a href="http://www.ufvinternational.com/en/students-studying-at-ufv/">http://www.ufvinternational.com/en/students-studying-at-ufv/</a>

### 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I UDINE01		<b><i>At the University of Udine:</i></b> 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.
ESMADRID28	<a href="mailto:ai.fernandez@ufv.es">ai.fernandez@ufv.es</a>	<a href="http://www.ufvinternational.com/en/students-studying-at-ufv/">http://www.ufvinternational.com/en/students-studying-at-ufv/</a>  <b>It is COMPULSORY students provide their European Health Card or a private medical insurance which covers the whole period of their stay</b>





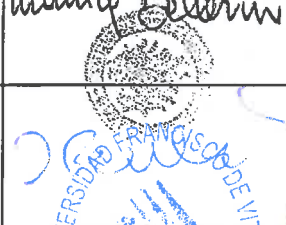
#### 4. Housing

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>
ESMADRID28	<a href="mailto:m.alberich@ufv.es">m.alberich@ufv.es</a>	<a href="http://www.ufvinternational.com/en/students-studying-at-ufv/accommodation/">http://www.ufvinternational.com/en/students-studying-at-ufv/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	27.11.13	
ESMADRID28	Dr. Juan Pérez-Miranda Vice Rector for International Relations	28.11.13	 

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