

# Erasmus+ Programme

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

## Inter-institutional agreement 2014/15 - 2020/21 between programme countries

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	Erasmus code	Contact details	Website
Universitat Pompeu Fabra	E BARCELO15	Sara López Selga - International Relations Service. Plaça de la Mercè, 10-12 08002 Barcelona Spain Phone: (+34) 93.542.29.72 Fax: (+34) 93.542.20.81 Email: uri@upf.edu	<a href="http://www.upf.edu/international">http://www.upf.edu/international</a>
<b>UNIVERSITY OF UDINE</b> International Relations and Mobility Office v. Palladio, 8 33100 UDINE ITALY  Courses are held in Gorizia  Academic contact: nicolas.komninos@uniud.it	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/international-area">http://www.uniud.it/international-area</a>

### B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for	Student Mobility for

					Studies	Traineeships
E BARCELO15	I UDINE01	319	social and behavioural science-public relations	1st	12 ( 2 student * 6 months)	Not applicable
I UDINE01	E BARCELO15	319	social and behavioural science-public relations	1st	12 ( 2 student * 6 months)	Not applicable

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
E BARCELO15	I UDINE01	319	social and behavioural science-public relations	1 teachers, 1 weeks(total)	To be agreed on a case by case basis
I UDINE01	E BARCELO15	319	social and behavioural science-public relations	1 teachers, 1 weeks(total)	To be agreed on a case by case basis

### 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	Subject area	Study cycle	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
					Student Mobility for Studies	Staff Mobility for Teaching
E BARCELO15	social and behavioural science-public relations	1st	Spanish	English	B1( Spanish) (recommended) , B2( English) (recommended)	To be agreed on a case by case basis
I UDINE01			Italian	English	B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

Institution	Additional requirements	Website for information
E BARCELO15	Placement test is required for any student to enrol any Spanish language course of the Faculty of Translation and Interpretation	<a href="http://www.upf.edu/incoming/exchange/oftertaD/translation.html">http://www.upf.edu/incoming/exchange/oftertaD/translation.html</a>
I UDINE01		

### **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/prorogamento-del-periodo-di-studio?lingua=en>**

**- <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=en>**

## **E. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term</b>	<b>Spring term</b>
E BARCELO15	May 30 th - Enrolment process takes place one month before the term starts	October 30 th - Enrolment is done for the 2nd and 3rd terms at the same time
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

- **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 4 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

This agreement will be valid as long as the two institutions are Erasmus University Charter holders. It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 year N will only take effect as of 1 September year N+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".

## **F. Information**

## 1. Grading systems of the institutions

Institution	Grading system
E BARCELO15	<a href="http://www.upf.edu/incoming/estudiarupf.html">http://www.upf.edu/incoming/estudiarupf.html</a>
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>

## 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	Contact details	Website for information
E BARCELO15	Mobility and Reception Office: oma@upf.edu	<a href="http://www.upf.edu/barcelona/en/requisites/index.html">http://www.upf.edu/barcelona/en/requisites/index.html</a>
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>

## 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:

Institution	Contact details	Website for information
E BARCELO15	Mobility and Reception Office: oma@upf.edu	<a href="http://www.upf.edu/barcelona/en/cobertura/index.html">http://www.upf.edu/barcelona/en/cobertura/index.html</a>
I UDINE01		<p><b><u>At the University of Udine:</u></b> Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>


## 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	Contact details	Website for information
E BARCELO15	Mobility and Reception Office: oma@upf.edu	<a href="http://www.upf.edu/barcelona/en/allotjament/index.html">http://www.upf.edu/barcelona/en/allotjament/index.html</a>
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>

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

Institution	Name, function	Date	Signature
E BARCELO15	Mr Josep Ferrer Riba Vice-rector for International Relations. By the powers conferred by Resolution 4 of June 4, 2013	11/12/2013	
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	11/12/2013	