Erasmus+ Programme

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

Inter-institutional[1] agreement 2015-2021
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 (and department, where relevant)	Erasmus code	Contact details[2] (email, phone)	Website (eg. 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 **Academic contact:** Prof. Roberto Dapit roberto.dapit@uniud.it	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] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Juraj Dobrila University Pula	HR Pula01	Ivona Peternel	Course catalogue/Incomings:
Ivona Peternel		Ivona.peternel@unipu.hr	http://www.unipu.hr/index. php?id=1353&L=0
Zagrebacka 30		+38552377088	
HR 52100 Pula			
Department of Educational Sciences		Assistant Professor, Ph.D. Ivana Paula Gortan Carlin, ECTS coordinator igcarlin@unipu.hr	http://www.unipu.hr/index. php?id=123&L=2 http://www.unipu.hr/index. php?id=123&L=1
		Irene Rigo, lecturer ECTS coordinator irigo@unipu.hr	

B. Mobility numbers[3] 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 **October** 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of students and total number of months*]	Student Mobility for Traineeships *
I UDINE01	HR PULA01	0111	Education science (05.7, 05.8 – 142)	1,2,3	2 X 5 = 10	--
HR PULA01	I UDINE01	0111	Education science (05.7, 05.8 – 142)	1,2,3	2 X 5 = 10	--

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[3] 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)

[*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 *]	Staff Mobility for Training *
I UDINE01	HR PULA01	0111	Education science (05.7, 05.8 – 142)	2	8 hours per week
HR PULA01	I UDINE01	0111	Education science (05.7, 05.8 – 142)	2	8 hours per week

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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I. UDINE01		Italian	Italian	A2 Italian	
HR PULA01		English Italian	English Italian	B2 English B2 Italian	B2 English B2 Italian

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[4] 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

[4a] *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*

For more details on the language of Instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

-*At the University of Udine:* 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

D. Additional requirements[5a]

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**

HR PULA01:No special infrastructure

E. Calendar

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

Receiving institution [Erasmus code]	Autumn semester [month]	Spring semester [month]
I UDINE01	15 May (nomination letter)	30 September (nomination letter)
HR PULA01	Nomination and application deadline: 15 June	Nomination and application deadline: 30 November

- **I UDINE01** will send a detailed Erasmus nomination list <u>by e-mail</u>. 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). **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 the following time frame:

HRPULA01: We accept all students that are nominated by the partner institution. Official letters of acceptance will be sent out to the students within **6** weeks after the deadline for application.

Partner Institution:

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

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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[6a]

HRPULA01

European:	Croatian:
A = 90 – 100%	5 (excellent) = 89 – 100% of grade
B = 80 – 89,9%	4 (very good) = 76 – 88,9% of grade
C = 70 – 79,9%	3 (good) = 63 – 75,9% of grade
D = 60 – 69,9%	2 (sufficient) = 50 – 62,9% of grade

ECTS credits:

one semester **30 ECTS credits**	one full academic year **60 ECTS credits**

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

Partner institution:

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
HR PULA01	Ministry of Foreign Affairs	Web site: http://www.mvep.hr/

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:

At the University of Udine: 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.

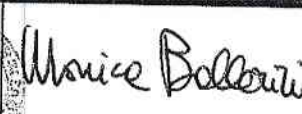| Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR PULA01	Croatian Health Insurance Fund	Web site: www.hzzo-net.hr

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
HR PULA01	Email: ivona.peternel@unipu.hr	Student dorm is under construction

G. SIGNATURES OF THE INSTITUTIONS (legal representatives or delegates)

Institution [Erasmus code]	Name, function	Date	Signature[5]
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	24/09/16	Monica Ballerini
HR PULA01	Prof.dr.sc. Alfio Barbieri, rector		

[6a] It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide (http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm). A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

[6] Scanned signatures are accepted