



European Commission



University of Udine



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2017/2021

### between programme countries

### [Minimum requirements]<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF UDINE</b> <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY  PIC-Number 999899281	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	Homepage for Incoming Students: <a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students</a>  General course catalogue: <a href="http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso">http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso</a>  Courses held in English: <a href="http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses">http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</a>
	<b>I UDINE01</b>	<b>Academic contact:</b>  Stefano Magnani  Dipartimento di Studi Umanistici e del Patrimonio Culturale, Vicolo Florio 2/b,	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		33100 - Udine (Italia) <a href="mailto:stefano.magnani@uniud.it">stefano.magnani@uniud.it</a> phone: +39 (0) 432 556638 fax: +39 (0) 432 556649	
<b>Karl-Franzens-Universität Graz (The University of Graz)</b> PIC-Number999873188	<b>A GRAZ01</b>	Institutional Coordinator: Diana Afrashteh, Office of International Relations – Universitätsplatz 3, 8010 Graz/Austria T: +43-316-380-1247 <a href="mailto:diana.afrashteh@uni-graz.at">diana.afrashteh@uni-graz.at</a> ;  <b>Contact for incoming students/nominations to :</b> <a href="mailto:erasmus.incoming@uni-graz.at">erasmus.incoming@uni-graz.at</a> T: +48 316 380 1246  <b>Academic coordinator:</b>  Prof. Peter Mauritsch Department of Ancient History T: +43 316 380-2348; <a href="mailto:peter.mauritsch@uni-graz.at">peter.mauritsch@uni-graz.at</a>  (Initiator of agreement: Univ.-Prof. Dr. Wolfgang Spickermann)	International: <a href="http://international.uni-graz.at/en/">http://international.uni-graz.at/en/</a>  Courses: <a href="https://online.uni-graz.at/kfu_online/webnav.ini">https://online.uni-graz.at/kfu_online/webnav.ini</a>  courses in English: <a href="https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnlvSuchePage">https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnlvSuchePage</a>  Ancient History: <a href="http://altegeschichte.uni-graz.at/de/">http://altegeschichte.uni-graz.at/de/</a>  General course catalogue (Ancient History): <a href="http://altegeschichte.uni-graz.at/de/lehren/lehrvveranstaltungen/">http://altegeschichte.uni-graz.at/de/lehren/lehrvveranstaltungen/</a>

#### B. Student Mobility numbers<sup>4</sup> 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 <sup>st</sup> cycle, or undergra duate ]	Study cycle [2 <sup>nd</sup> cycle or postgrad uate]	Study cycle [phd or doctoral cycle]	Total Number of students	Duration of stay for each student [number of months]
I UDINE01	A GRAZ01	0222 HISTORY AND ARCHAEOLOGY	1 <sup>st</sup>	2 <sup>nd</sup>	Phd	3	5
A GRAZ01	I UDINE01	0222 HISTORY AND ARCHAEOLOGY	-	2nd cycle (MA)	Phd	2	5

<sup>4</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. 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	A GRAZ01	0222	HISTORY AND ARCHAEOLOGY	1	Min 8 hours per week ( max 2 weeks)
A GRAZ01	I UDINE01	0222	HISTORY AND ARCHAEOLOGY	1	Min 8 hours per week ( max 2 weeks)

### 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I UDINE01		Italian	German	B1	B2
A GRAZ01		German	English in limited nr of courses	B2	B2

- **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/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses>

**A GRAZ01:** courses in English: [https://online.uni-graz.at/kfu\\_online/wbENLVSuche.wbEnLvSuchePage](https://online.uni-graz.at/kfu_online/wbENLVSuche.wbEnLvSuchePage)

<sup>5</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. 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/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

### University of Graz

For admission to the University of Graz in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: <http://international.uni-graz.at/en/stud/incoming/about-uni-graz/>

A GRAZ01 welcomes students with disabilities. The arrangements need to be discussed in advance. Further information at: <http://integriert-studieren.uni-graz.at/>

## 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)
A GRAZ01	Nomination: May 15th Application: June 1st	Nomination: October 15th Application: November 1st

- **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.

**A GRAZ01:** will send its decision after receiving the nomination by the partner university within 6 weeks

**A GRAZ01:** a Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the University of Graz.

Students can print off their transcript through their UNIGRAZonline account. These transcripts are automatically generated and, thus, do not bear signature nor stamp.

Transcripts printed on official University's paper, signed and stamped by the director of studies will only be issued upon email request. Please note that transcripts are issued by our Academic Affairs Office. Thus, the International Office can only request the transcript ONCE and only send it once after receiving it from the Academic Affairs Office.

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

[Erasmus code]	WEB PAGE
I UDINE01	<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects</a>
A GRAZ01	Student performances are graded individually and not on a statistical basis. More information on the grading system: <a href="http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf">http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf</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 [Erasmus code]	Contact details (email, phone)	Website for information
I UDINE01		<a href="http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students">http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students</a>
A GRAZ01	erasmus.incoming@uni-graz.at T: +48 316 380 1246	<a href="http://international.uni-graz.at/en/stud/incoming/about-uni-graz/">http://international.uni-graz.at/en/stud/incoming/about-uni-graz/</a>

### 3. Insurance

**At the University of Udine:** Non Eu students can provide personally to get a private insurance in the 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.

A GRAZ01	erasmus.incoming@uni-graz.at T: +48 316 380 1246	<a href="http://international.uni-graz.at/en/stud/incoming/about-uni-graz/">http://international.uni-graz.at/en/stud/incoming/about-uni-graz/</a>
----------	---	---





### 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/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine">http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine</a>
A GRAZ01	OeAD Housing Office Graz T: +43 316 950 200 9001	<a href="http://housing_oead.at/en/accommodation/graz-en">http://housing_oead.at/en/accommodation/graz-en</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>	stamp
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	22.09.16		
A GRAZ01	Prof. Christa Neuper The Rector			

<sup>6</sup> Scanned signatures are accepted

Erasmus+ Fact Sheet 2016/2017

<b>Name of the institution</b>	KARL-FRANZENS-UNIVERSITÄT GRAZ
<b>Erasmus code</b>	A GRAZ01
<b>ECHE code:</b>	28563-EPP-1-2014-1-AT-EPPKA3-ECHE
<b>PIC:</b>	999873188
<b>Visiting &amp; post address</b>	Universitätsplatz 3 A-8010 Graz Austria/Europe
<b>Head of institution</b>	Professor Dr. Christa Neuper, Rector
<b>Website</b>	<a href="http://www.uni-graz.at/">http://www.uni-graz.at/</a>

<b>Office of International Relations</b>	Universitätsplatz 3 A-8010 Graz- Austria/Europe fax:+43-316-380-9156
<b>Head of office</b>	<b>Sabine PENDL</b> ph:+43-316-380-2211 / e-mail: <a href="mailto:sabine.pendl@uni-graz.at">sabine.pendl@uni-graz.at</a>
<b>Erasmus+ Institutional Coordinator</b>	<b>Diana AFRASHTEH</b> ph:+43-316-380-1247 / e-mail: <a href="mailto:diana.afrashteh@uni-graz.at">diana.afrashteh@uni-graz.at</a>
<b>Bilateral agreements, staff mobility (for teaching/training)</b>	<b>Diana AFRASHTEH</b> ph:+43-316-380-1247 / e-mail: <a href="mailto:diana.afrashteh@uni-graz.at">diana.afrashteh@uni-graz.at</a>  <b>Blaž PLOJ</b> (South Eastern European countries and Turkey) ph:+43-316-380-2214 / e-mail: <a href="mailto:blaz.ploj@uni-graz.at">blaz.ploj@uni-graz.at</a>
<b>OUTGOING students/ trainees</b>	<b>Karin SCHWACH</b> ph:+43-316-380-2212 / e-mail: <a href="mailto:erasmus.outgoing@uni-graz.at">erasmus.outgoing@uni-graz.at</a>
<b>INCOMING students/ trainees</b>	<b>Monika OŠTIR-SCHEIN and Anja HOFFMANN</b> ph:+43-316-380-1246 / e-mail: <a href="mailto:erasmus.incoming@uni-graz.at">erasmus.incoming@uni-graz.at</a>
<b>Website</b>	<a href="http://international.uni-graz.at/">http://international.uni-graz.at/</a>

<b><u>Academic Calendar</u></b>	<b>Winter semester</b> <u>Lecture Period:</u> beginning of Oct – end of Jan <u>Examination Period:</u> until mid-Feb	<b>Summer semester</b> <u>Lecture Period:</u> beginning of Mar – end of Jun <u>Examination Period:</u> until mid-July
<b>Website for incoming students</b>	<a href="#">Application for the University of Graz</a>	
<b>Course information</b>	<a href="#">Online course guide</a> <a href="#">Guidelines for course system</a>	
<b>English-taught courses</b>	<a href="#">Search for English-taught courses</a>	

<p><b>Nomination and Application</b></p>	<p><b>Nomination by email to <a href="mailto:erasmus.incoming@uni-graz.at">erasmus.incoming@uni-graz.at</a>!</b></p> <ul style="list-style-type: none"> <li>• <i>first and last name as it appears in the passport,</i></li> <li>• <i>student's email address,</i></li> <li>• <i>semester/s student is nominated for,</i></li> <li>• <i>official name of home university,</i></li> <li>• <i>field/s and level of study</i></li> </ul> <p><b>Nomination deadlines:</b>  <b>15<sup>th</sup> May</b> for the winter semester / whole academic year  <b>15<sup>th</sup> October</b> for the summer semester</p> <p><b>We are unable to accept nominations <u>after these deadlines!</u></b></p> <p>Nominated students will receive an access code for the online registration!</p> <p><b>Application documents of Erasmus+ students should be sent to:</b>  <a href="mailto:erasmus.incoming@uni-graz.at">erasmus.incoming@uni-graz.at</a></p> <p><b>Application deadlines:</b>  <b>1<sup>st</sup> June</b> for the winter semester / whole academic year  <b>1<sup>st</sup> November</b> for the summer semester</p> <p>After having received and processed the complete application documents, students will receive an Admission Letter and our "<a href="#">Welcome Guide</a>".</p>						
<p><b>Welcome Week</b></p>	<p>Welcome Events are <b>mandatory</b> and include sessions about orientation / registration / course system:</p> <table border="1" data-bbox="564 891 1398 1081"> <thead> <tr> <th data-bbox="564 891 970 936"><u>Winter semester</u></th> <th data-bbox="970 891 1398 936"><u>Summer semester</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="564 936 970 1014"> Welcome Week I:  <b>05.09.2016 – 09.09.2016</b> </td> <td data-bbox="970 936 1398 1014"> Welcome Week  <b>16.02.2017 – 22.02.2017</b> </td> </tr> <tr> <td data-bbox="564 1014 970 1081"> Welcome Week II:  <b>15.09.2016 – 21.09.2016</b> </td> <td data-bbox="970 1014 1398 1081"></td> </tr> </tbody> </table>	<u>Winter semester</u>	<u>Summer semester</u>	Welcome Week I: <b>05.09.2016 – 09.09.2016</b>	Welcome Week <b>16.02.2017 – 22.02.2017</b>	Welcome Week II: <b>15.09.2016 – 21.09.2016</b>	
<u>Winter semester</u>	<u>Summer semester</u>						
Welcome Week I: <b>05.09.2016 – 09.09.2016</b>	Welcome Week <b>16.02.2017 – 22.02.2017</b>						
Welcome Week II: <b>15.09.2016 – 21.09.2016</b>							
<p><b>Housing</b></p>	<p>Erasmus+ students can apply for housing either via the <a href="#">housing office</a> of the Austrian Exchange Service (OeAD) or at the <a href="#">dorms</a> directly.</p> <p>The deadlines for housing applications are <b>1st June</b> and <b>1st November</b>.</p>						
<p><b>Language knowledge</b></p>	<p>The University of Graz recommends language level B2 in German in order to take full advantage of the mobility. Students who will only take <a href="#">courses in English</a> must have B2 English knowledge.</p>						
<p><b>Language courses</b></p>	<p>3-week German Intensive Language Courses (6 ECTS credits) are offered in <b>September and February</b> before the start of the semester. Also German courses during the semester are offered. <a href="#">Further information</a></p>						
<p><b>Welcome guide</b> <b>Approx. rental costs</b></p>	<p><a href="#">Welcome Guide for students</a> (incl. <a href="#">living expenses</a>)</p> <p><a href="#">Student dorms</a>: approx. C 200-450 / <a href="#">Apartments</a>: C 600-1200</p>						
<p><b>Mentor system</b></p>	<p>Buddy program (pick up and support by Graz student) available for exchange students: <a href="http://unigraz.esnaustria.org/">http://unigraz.esnaustria.org/</a></p>						
<p><b>Students with special needs</b></p>	<p>The "<a href="#">Integrated Studies</a>" Centre is the central information and contact point.</p>						
<p><b>Visa requirements</b></p>	<p><a href="#">Further information</a> on visa requirements</p>						
<p><b>Transcripts</b></p>	<p>Students can print off their transcript through their UNIGRAZonline account. These transcripts are automatically generated and, thus, do not bear signature nor stamp.</p> <p>Transcripts printed on official University's paper, signed and stamped by the director of studies will only be issued upon email request. Please note that transcripts are issued by our Academic Affairs Office. Thus, we can only request the transcript ONCE and only send it once we receive it from this office.</p>						