



Erasmus+ Programme

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

Inter-institutional agreement 2018/19-2020/21 between programme countries

Minimum requirements

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 (email, phone)	Website (eg. of the course catalogue)
Freie Universität Berlin	D BERLIN 01	<p>Gesa Heym-Halayqa, ERASMUS Institutional Coordinator (Teaching Staff Exchange, Staff Exchange) Gesa.Heym-Halayqa@fu-berlin.de; Tel.: (0049 30) 838-73443</p> <p>Nicole Schindler, ERASMUS Programme Administrator (Incomings, bilateral agreements) incoming@fu-berlin.de; Tel.: (0049 30) 838-57993</p> <p>Stefanie Erthner (outgoings) outgoing-erasmus@fu-berlin.de; Tel.: (0049 30) 838-73401</p>	<p>ERASMUS Incoming Information: www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in</p> <p>Lecture catalogue: www.fu-berlin.de/yv</p> <p>Semester dates: http://www.fu-berlin.de/en/studium/studienorganisation/termine</p>
Institute for Latin Languages and Literature	D BERLIN 01	<p>Departmental coordinator: Prof. Dr. Melanie Möller Habelschwerdter Allee 45, Room JK 31/311, 14195 Berlin, Germany; Tel: 0049 30 838 72683; Fax: 0049 30 838 71955; Email: mmoeller@zedat.fu-berlin.de</p> <p>Contact person: Christian Badura Habelschwerdter Allee 45, Room JK 31/323, 14195 Berlin, Germany; Tel: 0049 30 838</p>	<p>www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in</p>

		50880; christian.badura@fu-berlin.de	
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY PIG-Number 999899281	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	Homepage for Incoming Students: http://www.uniud.it/en/uniud-international/incoming-exchange-students General course catalogue: http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso Courses held in English: http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses
	I UDINE01	Academic contact: prof. DEL VIGO MARIA DIUM Marla.delVigo@uniud.it	

B. Mobility numbers 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.

Student Mobility (SMS)

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 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration]
D BERLIN 01	I UDINE01	0232	Latin Philology Percorso filologico letterario	1 st (Bachelor) or 2 nd (Master)	2 students, each for up to 5 months

			(in Lettere classiche)		
I UDINE01	D BERLIN 01	0232	Latin Philology BA Lateinische Philologie; MA Klassische Philologie	1 st (Bachelor) or 2 nd (Master)	2 students, each for up to 5 months

Staff Mobility (STA)

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]
D BERLIN 01	I UDINE01	0232	Latin Philology	1 person/ 1 week (8 teaching hours per week)
I UDINE01	D BERLIN 01	0232	Latin Philology	1 person/ 1 week (8 teaching 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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D BERLIN 01	Latin Philology 0232	German		B1	
I UDINE01	Latin Philology 0232	Italian		B1	

¹ 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>

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

D BERLIN 01:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program in the same field.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.

Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero

- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service),
Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
www.fu-berlin.de/service/behinderung

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.

I UDINE01:

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.unlud.it/en/unlud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

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

E. Calendar

1. Applications/Information on nominated students must reach the receiving Institution by:

Receiving Institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D BERLIN 01	May, 1st	November, 1st
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

[* to be adapted in case of a trimester system]

D BERLIN 01:

Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)

The receiving institution will send its decision within 6 weeks.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year must be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

I UDINE01:

- **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). **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.

F. Information

1. Grading systems of the institutions

D BERLIN 01:

ECTS Credits: The Freie Universität Berlin uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Freie Universität Berlin	ECTS	
Grade	Grade	Predicate
1,0 - 1,5	A	Excellent
1,6 - 1,7	B	Very Good
1,8 - 2,0		
2,1 - 2,7	C	Good
2,8 - 3,0		
3,1 - 3,5	D	Satisfactory
3,6 - 3,7	E	Sufficient
3,8 - 4,0		
4,1 - 5,0	F	Fail
P	Participation; i.e. the student has successfully and regularly attended the course.	

I UDINE01:

[Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects

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
D BERLIN 01	Info-Service Illisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum
I UDINE01	iss@uniud.it	http://www.uniud.it/en/uniud-

		international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students
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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:

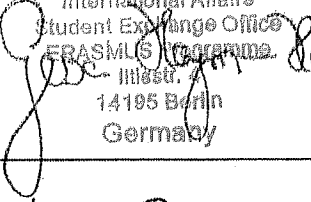
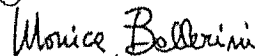
Institution [Erasmus code]	Contact details (email, phone)	Website for information
D BERLIN 01	Info-Service Iltisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/International/studium_fu/einreise_aufenthalt/krankenversicherung
I UDINE01		<u>At the University of Udine:</u> 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
D BERLIN 01	Accommodation Maltaserstraße 74 - 100 Building House S – Room S16 (1st floor) 12249 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	http://www.fu-berlin.de/en/sites/unterbringung
I UDINE01		http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
D BERLIN 01	Gesa Heym-Halayqa, Erasmus+ Institutional Coordinator	11.7.17	<p>International Affairs Student Exchange Office ERASMUS Programme 14195 Berlin Germany</p> 
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini		

² Scanned signatures are accepted