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**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2019/20-2020/21  
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**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)**  **(email, phone)** | **Website**  **(e.g. of the course catalogue)** |
| **University of Ljubljana**  Bibi Ovaska Presetnik  Kongresni trg 12  1000 Ljubljana  **Faculty of Arts**  Aškerčeva 2  1000 Ljubljana | SI LJUBLJA01 | **University of Ljubljana:**  Incoming:  [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)  Tel: 00 3861 2418592  **Faculty coordinator**:  Name: Tjaša Ribizel, PhD  Tel: +386 1 241 1044  Email: [internationaloffice@ff.uni-lj.si](mailto:internationaloffice@ff.uni-lj.si)  **Departmental coordinator**:  Name:  Tel: +386 1 241  E-mail: | <http://www.uni-lj.si/>  http://www.ff.uni-lj.si/ |
|  |  |  |  |

**B. Mobility numbers[[3]](#footnote-3) per academic year**

[Paragraph to be added 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 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, 1st , 2nd or 3rd] \**** | **Number of student mobility periods** | |
| Students | Student months |
| SI LJUBLJA01 |  |  |  |  |  |  |
|  |  |  |  |  |
|  | SI LJUBLJA01 |  |  |  |  |  |
|  |  |  |  |  |

\*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | |
| *Duration in weeks* | Teaching hours per week |
| SI LJUBLJA01 |  |  |  |  |  |
|  |  |  |  |
|  | SI LJUBLJA01 |  |  |  |  |
|  |  |  |  |

**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]](#footnote-4)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| SI LJUBLJA01 |  | Slovene | English | B2 | B2 |
|  |  |  |  |  |  |

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**

*[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]*

*University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.*

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| SI LJUBLJA01 | May 15th | November 15th |
|  |  |  |

2. The receiving institution will send its decision within 8 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.

4. 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. 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**

<http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx>

**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** |
| SI LJUBLJA01 | *Incoming:*  [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)  Tel: 00 3861 2418592 | http://www.uni-lj.si/international\_cooperation\_and\_exchange/ |
|  |  |  |

**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** |
| SI LJUBLJA01 | *Incoming:*  [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)  Tel: 00 3861 2418592 | http://www.uni-lj.si/international\_cooperation\_and\_exchange/ |
|  |  |  |

**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** |
| SI LJUBLJA01 | *Incoming:*  [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)  Tel: 00 3861 2418592 | http://www.uni-lj.si/international\_cooperation\_and\_exchange/ |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| SI LJUBLJA01 | Prof. Roman Kuhar  Dean of the Faculty by the Authorisation of the Rector |  |  |
|  |  |  |  |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-3)
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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)