Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2014/15-2020/21[2]
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[3] (email, phone)	Website (eg. of the course catalogue)
Univerza v Ljubljani	SI LJUBLJ01	Erasmus Institutional Coordinator: Katja Cerjak, Kongresni trg 12, 1000 Ljubljana, katja.cerjak@uni-lj.si, Tel.: +38612418592 Erasmus Faculty Coordinator: Branko Klun, Poljanska cesta 4, 1000 Ljubljana, branko.klun@teof.uni-lj.si, tel.: +386 1 434 58 42, Fax: +386 1 434 58 54	http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/ http://www.teof.uni-lj.si/?viewPage=155
Karl-Franzens-Universität Graz (University of Graz)	A GRAZ01	Institutional Coordinator: Diana Afrashteh Office of International Relations Universitätsplatz 3, 8010 Graz/Austria Tel: +43-316-380-1247; diana.afrashteh@uni-graz.at Contact details for incoming students / Nominations to: monika.ostir-schein@uni-graz.at; Tel: +48 316 380 1246 Erasmus academic/faculty coordinator: Prof. Kurt Remele, Department of Ethics and Sociology T: +43 (0)316 380 – 3188; kurt.remele@uni-graz.at	international: http://international.uni-graz.at/en/ course catalogue: https://online.uni-graz.at/kfu_online/webnav.ini

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

[2] Higher Education Institutions have to agree on the period of validity of this agreement

[3] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers[4] 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 *
A GRAZ01	SI LJUBLJ01	0221	Catholic Theology	1,2	1 x 5 months	n/a
SI LJUBLJ01	A GRAZ01	0221	Catholic Theology	1,2	1 x 5 months	n/a

[*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.]

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: Subjectarea	Language of instruc-tion 1	Language of instruction 2	Recommended language of instruction level[5]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A GRAZ01	any	German	Some departments offer courses in English: http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/	B2	B2
SI LJUBLJ01		Slovene	English	B2	C1

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[4] 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)*

[5]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

[5a]*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*

D. Additional requirements[5a]

Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities:

SI LJUBLJ01: *UL welcomes students with disabilities.*

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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn semester* [month]	Spring semester* [month]
A GRAZ 01	Nomination: May 15th Application: June 1st	Nomination: October 15th Application: November 1st
SI LJUBLJ01	Nomination: 15 May for winter semester/full academic year	Nomination: 15 November for the summer semester

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

2. The receiving institution will send its decision within the following time frame:

SI LJUBLJ01:
   We accept all students that are nominated by the partner institution. Official letters of acceptance will be sent out to the students within **4** weeks after the deadline for application.

A GRAZ01:
   The University of Graz will send its decision within **6** 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. *[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]

SI LJUBLJ01:

http://www.teof.uni-lj.si/uploads/Erasmus_B_for_students.pdf

A GRAZ 01

Student performances are graded individually and not on a statistical basis. More information on the grading system: http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf

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
A GRAZ01	monika.ostir-schein@uni-graz.at T: +48 316 380 1246	http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/
SI LJUBLJ01	konzularne-zadeve.mzz@gov.si +3861478 23 05	http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/

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
A GRAZ01	monika.ostir-schein@uni-graz.at T: +48 316 380 1246	http://international.uni-graz.at/en/stud/incoming/nominiert/vorbereitung-aufenthalt/
SI LJUBLJ01	+3861307 77 55 +38612418592	http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/

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
A GRAZ01	OeAD Housing Office Graz Tel.: +43 316 950 200 9001 housing-graz@oead.at	http://www.housing.oead.at/graz_e/anmeldung.asp
SI LJUBLJ01		http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/

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

Institution [Erasmus code]	Name, function	Date	Signature[6]
A GRAZ01	Professor Christa NEUPER Rector	21/2/2014	
SI LJUBLJ01	Dr. Christian Gostečnik, dean	13. 1. 2014	

[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