

Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21 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 (email, phone)	Website (eg. of the course catalogue)
Katholieke Universiteit Leuven Faculty of Theology and Religious Studies Sint-Michielsstraat 4 box 3100 B-3000 Leuven, Belgium	B LEUVEN01	Coordinator at the Faculty: Prof. Dr. Johan De Tavernier, Vice Dean for International Relations Johan.DeTavernier@theo.kuleuven.be +32/16/32 38 82 or +32/16/32 38 85 Coordinator at KU Leuven: Elke Timmermans Elke.Timmermans@int.kuleuven.be +32/16/32 37 67	http://theo.kuleuven.be/en/prospective_students/Socrates-Erasmus-exchange ECTS Information package: http://www.kuleuven.be/education/ects/package.html
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

B. Mobility numbers¹ 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of students and total number of months*]	Student Mobility for Traineeships *
B LEUVEN01	SI LJUBLJ01	0221	Catholic Theology	1,2, 3	2 (10 months)	Only by individual agreement
SI LJUBLJ01	B LEUVEN01	0221	Catholic Theology	1,2, 3	4 (16 months)	Only by individual agreement

[*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 *
B LEUVEN01	SI LJUBLJ01	221	Catholic Theology	1	Min. 4 days (including travel)	To be confirmed later
SI LJUBLJ01	B LEUVEN01	221	Catholic Theology	1	Min. 4 days (including travel)	To be confirmed later

¹ 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. 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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B LEUVEN01		English	—	B1*	C1
SI LJUBLJ01		Slovene	English	B2	C1

*B1 is equivalent to ILTS 6.5 or TOEFL iBT 79/80

For more details on the KU Leuven language of instruction recommendations, see http://www.kuleuven.be/admissions/language/lang_test

D. Additional requirements^{5a}

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

B LEUVEN01: All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility:
<http://www.kuleuven.be/admissions/>

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website:
<http://www.kuleuven.be/welcome/>

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute: http://lit.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities:
<http://www.kuleuven.be/studentenvoorzieningen/studentenwithdisability/index.html>

SI LJUBLJ01: UL welcomes students with disabilities.

²For 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>

^{2a}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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn semester* [month]	Spring semester* [month]
B LEUVEN01	The academic calendar can be consulted at: http://www.kuleuven.be/english/about/	The academic calendar can be consulted at: http://www.kuleuven.be/english/about/
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:

We accept all students that are nominated by the partner institution. Official letters of acceptance will be sent out to the students within: SI LJUBLJ01: 4 weeks and B LEUVEN01: 12 weeks after the deadline for application.

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 institutions⁶⁰

B LEUVEN01: http://theo.kuleuven.be/en/prospective_students/ECTS-Grading

SI LJUBLJ01: http://www.teof.uni-lj.si/uploads/Erasmus_B_for_students.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
BLEUVEN01	Ms. Trees Deloddere (Head of Int. Adm. and Mobility) Mr. Christophe Prince http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/admissions/travelling/visa.html
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
BLEUVEN01	Int. Adm. and Mobility Case Administrator http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/english/services/insurances/
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
BLEUVEN01	housingservice@ds.kuleuven.be +32/16/32 44 00	http://www.kuleuven.be/studentenvoorzieningen/accommodation/
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 ³
B LEUVEN01	Prof. Dr. Johan De Tavernier, Vice Dean for International Relations	23/01/2014	 Prof. dr. Johan De Tavernier Vice Dean for International Relations Faculty of Theology and Religious Studies KU Leuven
SI LJUBLJ01	Dr. Christian Gostečnik, Dean	26/01/2014	 

^{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