



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014/15-2020/21<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Univerza v Ljubljani</b> Katja Cerjak Kongresni trg 12 1000Ljubljana	SI LJUBLJA01	Erasmus Institutional Coordinator: <a href="mailto:katja.cerjak@uni-lj.si">katja.cerjak@uni-lj.si</a>  Tel.: +38612418592  Erasmus Faculty Coordinator: <a href="mailto:branko.klun@teof.uni-lj.si">branko.klun@teof.uni-lj.si</a>  Tel.: +386 1 434 58 42, Fax: +386 1 434 58 54	<a href="http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/">http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/</a>  <a href="http://www.teof.uni-lj.si/?viewPage=155">http://www.teof.uni-lj.si/?viewPage=155</a>
<b>Opole University</b>	PL OPOLE01	<b>Institutional Erasmus+ Coordinator:</b> Aleksandra SCHWIERZ, MA Office for Scientific Research and International Relations Opole University, Collegium Minus, 11a Kopernika Sq., 45-040 Opole, POLAND <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>	<b>For exchange students:</b> <a href="http://www.erasmusplus.uni.opole.pl">www.erasmusplus.uni.opole.pl</a>  <b>Course Catalogue:</b> <a href="http://www.erasmus.uni.opole.pl/show.php?id=29&amp;lang=pl&amp;m=1">http://www.erasmus.uni.opole.pl/show.php?id=29&amp;lang=pl&amp;m=1</a>

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

		<b>Departmental Coordinator:</b> Rev. Prof. Dariusz KROK Faculty of Theology 1a Drzymały St., 45-342 Opole, POLAND <a href="mailto:dkrok@uni.opole.pl">dkrok@uni.opole.pl</a>	
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## B. 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 **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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of students and total number of months *]	Student Mobility for Traineeships *
PL OPOLE01	SI LJUBLJA01	221	Catholic Theology	1,2	2 (10)	--
SI LJUBLJA01	PL OPOLE01	221	Catholic Theology	1,2	2 (10)	--

[\*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 *	
PL OPOLE01	SI LJUBLJA01	221	Catholic Theology	1	5	To be confirmed
SI LJUBLJA01	PL OPOLE01	221	Catholic Theology	1	5	To be confirmed

## 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:

<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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 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]
PL OPOLE01		Polish	English	B1	B2
SI LJUBLJA01		Slovene	English	B2	C1

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<sup>5a</sup>

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

SI LJUBLJA01: *UL welcomes students with disabilities.*

PL OPOLE01:

Students fill in the Application Form (to be found on [www.erasmusplus.uni.opole.pl](http://www.erasmusplus.uni.opole.pl)), Learning Agreement and Application for Accommodation (for those willing to stay in OU dormitories), three coloured photographs for the Student's ID. All documents should be sent before the deadline (for spring term – 15 December; for fall term – 15 June) to the Office for Scientific Research and International Relations duly signed and stamped by the Home Institution.

For staff mobility, the Teaching Programme or the Training Programme (to be found on [www.erasmusplus.uni.opole.pl](http://www.erasmusplus.uni.opole.pl)) should be discussed and prearranged with the particular Departmental Coordinator.

The students are guided by Departmental Coordinators for didactic issues as well as by the Office for Scientific Research and International Relations for practical issues like registration, residence permit, student ID, transportation options, accommodation, etc.

Opole University has the infrastructure to welcome students with disabilities.

<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>

<sup>5a</sup>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]
PL OPOLE01	15 <sup>th</sup> June	15 <sup>th</sup> December
SI LJUBLJA01	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 LJUBLJA01: We accept all students nominated by our partner institutions. Official letters of acceptance will be sent out to the students within 6 weeks after the deadline for application.

PL OPOLE01: University of Opole will send its decision within 4 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<sup>6a</sup>

SI LJUBLJA01

[http://www.teof.uni-lj.si/uploads/Erasmus\\_B\\_for\\_students.pdf](http://www.teof.uni-lj.si/uploads/Erasmus_B_for_students.pdf)

PL OPOLE01

excellent	- 5	- A
very good	- 4,5	- B
good	- 4	- C
acceptable	- 3,5	- D
satisfactory	- 3	- E
fail	- 2	- F

### 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 n [Erasmus code]	Contact details (email, phone)	Website for information
PL OPOLE01	Office for Scientific Research and International Relations Tel.: +48 77 5415975 <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>	<a href="http://www.erasmusplus.uni.opole.pl">www.erasmusplus.uni.opole.pl</a>
SI LJUBLJA01	<a href="mailto:konzularne-zadeve.mzz@gov.si">konzularne- zadeve.mzz@gov.si</a>  +3861478 23 05	<a href="http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/">http://www.uni- lj.si/mednarodno_sodelovanje_in_izmenjave/internati onal_relations/</a>

### 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 n [Erasmus code]	Contact details (email, phone)	Website for information
PL OPOLE01	Office for Scientific Research and International Relations Tel.: +48 77 5415975 <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>	<a href="http://www.erasmusplus.uni.opole.pl">www.erasmusplus.uni.opole.pl</a>
SI LJUBLJA01	+3861307 77 55  +38612418592	<a href="http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/">http://www.uni- lj.si/mednarodno_sodelovanje_in_izmenjave/interna tional_relations/</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
PL OPOLE01	Office for Scientific Research and International Relations Tel.: +48 77 5415975 <a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>	<a href="http://www.kampus.uni.opole.pl">www.kampus.uni.opole.pl</a>
SI LJUBLJA01		<a href="http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/">http://www.uni- lj.si/mednarodno_sodelovanje_in_izmenjave/i nternational_relations/</a>



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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
PL OPOLE01	Prof. dr hab. Janusz SŁODCZYK Vice-Rector for Science and Finance	23.1.15	
SI LJUBLJA01	Dr. Branko Klun Erasmus Faculty Coordinator	26.1.2015	

dr. Christian Gostönik  
Dean of the  
faculty

26.1.2015





<sup>6a</sup>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](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.

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