



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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. If the Erasmus+ programme sets extra criteria, this Agreement will be reviewed.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
University of Ljubljana	SI LJUBLJA01	Erasmus Institutional Coordinator: Katja Cerjak, Kongresni trg 12, 1000 Ljubljana, katja.cerjak@uni-lj.si , Tel.: +38612418592	http://www.uni-lj.si/international_cooperation_and_exchange/contacts/
		Faculty Erasmus Coordinator: Branko Klun, associate professor 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.teof.uni-lj.si/?viewPage=155
Charles University in Prague Catholic Theological Faculty	CZ PRAHA07	Mgr. Michal Maršálek Institutional Erasmus+ Coordinator michal.marsalek@ruk.cuni.cz +420 224 491 310	https://is.cuni.cz/studium/eng/predmety/index.php?KEY=Az1
		Mgr. Jana Parkanová International Relations, Faculty Erasmus Coordinator relations@ktf.cuni.cz +420 220 181 241	http://www.ktf.cuni.cz/KT_FENG-27.html

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Sub- ject area code * [ISCED]	Subject area name *	Study cycle [short cy- cle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
				Student Mobility for Studies		Student Mobility for Trainee- ships *
				[total number of months of the study periods or average duration *]		
SI LJUBLJA01	CZ PRAHA07	221	THEOLOGY	1 st 2 nd 3 rd	2 x 5 = 10 months	
CZ PRAHA07	SI LJUBLJA01	221	THEOLOGY	1 st 2 nd 3 rd	2 students/ 6 months	

FROM [Erasmus code of the sending insti- tution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
SI LJUBLJ01	CZ PRAHA07	221	Theology	2/5 days (min. 8 hours)	2/5 days (min. 8 hours)
CZ PRAHA07	SI LJUBLJ01	221	Theology	2/5 days (min. 8 hours)	2/5 days (min. 8 hours)

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:

² 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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2	B2
CZ PRAHA07		Czech	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

SI LJUBLJA01: UL welcomes students with disabilities.

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	Nomination: 15 May for winter semester/full academic year	Nomination: 15 November for the summer semester
CZ PRAHA07	JUNE	OCTOBER

2. The receiving institution will send its decision **within 7 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 this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st.

F. Information

1. Grading systems of the institutions

SI LJUBLJA01:

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

Charles University grading scale related to ECTS grading system:

³ 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>

<http://www.cuni.cz/UK-5381.html>

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	konzularne-zadeve.mzz@gov.si +3861478 23 05	http://www.uni-lj.si/international cooperation and exchange/incoming students/
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

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	+3861307 77 55 +38612418592	http://www.uni-lj.si/international cooperation and exchange/incoming students/
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

4. Housing


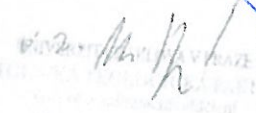
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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		http://www.uni-lj.si/international cooperation and exchange/incoming students/

CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2073.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
SI LJUBLJA01	Dr. Christian Gostečnik, Dean	19.8.2014	
CZ PRAHA07	ThLic. Prokop Brož, Th.D. Dean	19.7.2014	



⁴ Scanned signatures are accepted