



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1 **Learning Mobility for Higher Education Students and Staff**

among EU Member States and third countries associated to the Programme

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The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2021]	[2021]
End of validity	[2027]	[2027]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
Faculty of Theology Univeristy of Ljubljana	SI LJUBLJA01	Bibi Ovaska, Erasmus+ Institutional Coordinator ; e- mail : student.office@uni- lj.si; phone ; +386 1 2418 594	www.uni-lj.si
Katholische Hochschule Freiburg (Catholic University of Applied Sciences Freiburg)	D FREIBUR04	Prof. Dr. Stephanie Bohlen, <u>Rector</u> Tel.: +49-761-200-1502; e-mail: rektorat@kh-freiburg.de <u>Institutional Coordinator</u> Naomi Hiroe-Helbing Head of International Office Tel.: +49 761 200-1506 e-mail: international@kh-freiburg.de	https://www.kh-freiburg.de/de

²Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED 1]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
D FREIBUR04	SI LJUBLJA01	0221	Religion and theology		1 st 2 nd	2	1 semester, with possibility of extension if demanded by the student and agreed on by both institutions	TBD	TBD
SI LJUBLJA01	D FREIBUR04	0221	Religion and theology		1 st 2 nd	2	1 semester, with possibility of extension if demanded by the student and agreed on by both institutions	TBD	TBD

☒ Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
D FREIBUR04	SI LJUBLJA01	TBD		2	2	2	TBD
SI LJUBLJA01	D FREIBUR04	TBD		2	2	2	TBD

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 instruc- tion 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D FREIBUR04		German/English		B1-B2	B2
SI LJUBLJA 01		English	German (some professors)	B2	C1

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>

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D FREIBUR04	May 1	November 1
SI LJUBLJA01	April 30	October 30

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
D FREIBUR04	May 31	November 30
SI LJUBLJA01	May 15	November 15

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
D FREIBUR04	international@kh-freiburg.de	https://www.kh-freiburg.de/en/studying/future-students/application-procedure-exchange-students
SI LJUBLJA01	Intern.office@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
SI LJUBLJA01	Academic requirements CV	- Number of ECTS credits completed - Subject area code – ISCED - EQF level	

	Motivation letter		
	Other		

The receiving institution will send its decision within 5 weeks.

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
D FREIBUR04	Reduced mobility and disabilities	We have an infrastructure that enables us to welcome students with disabilities, please make sure you contact us well in advance of the planned exchange period	international@kh-freiburg.de	https://www.kh-freiburg.de/en/about-us/services-and-facilities
SI LJUBLJA01	<ul style="list-style-type: none"> - Reduced mobility - Hearing impairments - Visual impairments - ... 		Intern.office@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/

F. Information

1. 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
D FREIBUR04	International Office Email: international@kh-freiburg.de	https://www.kh-freiburg.de/en/studying/future-students
SI LJUBLJA01	Intern.office@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
D FREIBUR04	International Office Email: international@kh-freiburg.de	https://www.kh-freiburg.de/en/studying/future-students

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
D FREIBUR04	International Office Email: international@kh-freiburg.de	https://www.kh-freiburg.de/en/studying/future-students
SI LJUBLJA01	Intern.office@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/

4. Additional information


Receiving institution [Erasmus code]	Information on recognition process / other useful information :	Contact details (email, phone)	Website for information
D FREIBUR04	Buddyprogram for incomings available	international@kh-freiburg.de	
SI LJUBLJA01	Intern.office@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/	

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.

Termination of the agreement

The institutions involved will agree on the procedure for modifying or terminating the interinstitutional agreement. However, in case of unilateral termination, at least one academic year's notice must be given. This means that a unilateral decision to discontinue exchanges notified to the other party by September 1, 20XX will only take effect from September 1, 20XX+1. Termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held liable in case of a dispute."

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
D FREIBUR04	Naomi Hiroe-Helbing Head of International Office	23.05.2022	
SI LJUBLJA01	Prof. Janez Vodičar, PhD., Dean	24.5.2022	 

⁵ Scanned signatures are accepted