



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-2021 between programme countries

[Minimum requirements]²

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 (University of Ljubljana)	SI LJUBLJA01	Erasmus Institutional Coordinator: Bibl Ovaska Presetnik, Kongresni trg 12, 1000 Ljubljana Tel: +386 1 2418 594 E-mail: student.office@uni-lj.si	https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/programe_erasmus_plus/
		Erasmus Faculty Coordinator: Roman Globokar Poljanska 4, 1000 Ljubljana Tel: +386 31 257 802 E-mail: roman.globokar@teof.uni-lj.si	https://www.teof.uni-lj.si/mednarodno/erasmus

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

University of Navarra Facultad de Teología	E PAMPLON01	Erasmus Institutional Coordinator: Name: Anne Cassidy Email: relint@unav.es +34 948425600 (ext. 802181) Departmental Coordinator: Borja Mora-Figueroa, D of Development, Facultad de Teología, Campus Universitario, 31009 Pamplona, Spain Email: borjamfm@unav.es +34 948425600 (ext. 802605)	http://www.unav.edu/en/web/facultad-de-teologia/estudios
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B. Mobility numbers⁴ per 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 months of the study periods]	Student Mobility for Traineeships *
SI LJUBLJA01	E PAMPLON01	0221	Theology	2 nd , 3 rd	3 x 5 (15)	Only by individual agreement
E PAMPLON01	SI LJUBLJA01	0221	Theology	2 nd , 3 rd	3 x 5 (15)	Only by individual agreement

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]	Staff Mobility for Training *
SI LJUBLJA01	E PAMPLON01	0221	Theology	14 (2 persons)	7 (1 person)
E PAMPLON01	SI LJUBLJA01	0221	Theology	14 (2 persons)	7 (1 person)

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>)

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 ⁵	
				Student Mobility for Studies	Staff Mobility for Teaching
SI LJUBLJA01		Slovene	English	B2 No certificate required for admission	B2 English
E PAMPLON01		Spanish	English	B2 No certificate required for admission	B2 English

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

E PAMPLON01

- Before sending formal applications, students must be officially nominated by their home universities.
- Application documents received after application deadlines will not be accepted.
- In case, if the application documents aren't in Spanish or English language, the applicants have to add the authorized translation of these documents.
- Exchange studies for PhD students are organized according to individual plans.
- It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.

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>

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	15 May	15 November
E PAMPLON01	Application: June 15 th (nomination to be sent prior to application)	Application: December 1 st (nomination to be sent prior to application)

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

If one of the partners wishes to modify or terminate the agreement, they have to inform the partner 1 year in advance before the changes in the agreement take place. 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

Institution [Erasmus code]	Grade	Grade description
SI LJUBLJA01	10	Exceptional knowledge without or with negligible faults
	9	Very good knowledge with some minor faults
	8	Good knowledge with certain faults
	7	Solid knowledge but with several faults
	6	Knowledge only meets minimal criteria
	5	Knowledge does not meet minimal criteria
		A student passes the exam if he/she is graded from 6 to 10. Study requirements may also be evaluated with grades: passed with distinction, passed or failed.
E PAMPLON01		In the University of Navarra, students will be entitled to four examination sessions (two sessions per academic year) for each subject. The qualifications of subjects and seminars are expressed with the following terms: suspense, approved, notable, outstanding and honors. For the purposes of calculating average grades of the academic record, the following values will be taken: suspense: from 0 to 4.9 points; approved: from 5 to 6.9 points; remarkable: from 7 to 8.9 points; outstanding: from 9 to 10 points.

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	Erasmus Institutional Coordinator: Bibi Ovaska Presetnik, Kongresni trg 12, 1000 Ljubljana Tel: +386 1 2418 594 E-mail: student.office@uni-lj.si	https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/
E PAMPLON01	Erasmus Institutional Coordinator: Name: Anne Cassidy Email: relint@unav.es +34 948425600 (ext. 802181)	http://www.unav.edu/web/relaciones-internacionales

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	Erasmus Institutional Coordinator: Bibi Ovaska Presetnik, Kongresni trg 12, 1000 Ljubljana Tel: +386 1 2418 594 E-mail: student.office@uni-lj.si	https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/
E PAMPLON01	Erasmus Institutional Coordinator: Name: Anne Cassidy Email: relint@unav.es +34 948425600 (ext. 802181)	http://www.unav.edu/web/relaciones-internacionales




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	Erasmus Institutional Coordinator: Bibi Ovaska Presetnik, Kongresni trg 12, 1000 Ljubljana Tel: +386 1 2418 594 E-mail: student.office@uni-lj.si	https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/
E PAMPLON01	Erasmus Institutional Coordinator: Name: Anne Cassidy Email: relint@unav.es +34 948425600 (ext. 802181)	http://www.unav.edu/web/relaciones-internacionales

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
SI LJUBLJA01	Prof. Dr. Robert Petkovšek Dean		 
E PAMPLON01	Prof. Dr. Gregorio Guitián Dean	1-IX-19	

⁶ Scanned signatures are accepted