



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 ¹ (email, phone)	Website (eg. of the course catalogue)
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
Trnava University in Trnava Faculty of Theology	SK TRNAVA01	Institutional Erasmus Coordinator: prof. Milan Katuninec, e-mail: milan.katuninec@truni.sk , Ing. Marta Sečkárová, Mobility Coordinator marta.seckarova@truni.sk , Hornopotočná 23, 918 43 Trnava, Slovakia tel.: +421 033/59 392 07	http://www.truni.sk/en/application-process http://ects.truni.sk/?q=en/zoznamProgramov http://www.truni.sk/en/erasmus-1

B. Mobility numbers² 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]	TO [Erasmus]	Subject area	Subject area name	Study cycle	Number of student mobility periods
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¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of students and total number of months*]	Student Mobility for Traineeships *
SK TRNAVA01	SI LJUBLJ01	0221	Catholic Theology and Religion	1,2, 3	2	--
SI LJUBLJ01	SK TRNAVA01	0221	Catholic Theology and Religion	1,2, 3		--

[*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	Staff Mobility for Training *	
				[total number of days of teaching periods or average duration *]		
SK TRNAVA01	SI LJUBLJ01	0221	Catholic Theology	1	5	To be confirmed
SI LJUBLJ01	SK TRNAVA01	0221	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:

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]
SK TRNAVA01		Slovak	English	B1	B2
SI LJUBLJ01		Slovene	English	B2	C1

D. Additional requirements

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

SI LJUBLJ01: UL welcomes students with disabilities.

SK TRNAVA01: <http://www.truni.sk/en/facilities-special-needs-students>

³For 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>

^{3a}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]
SK TRNAVA01	30(June)	30(November)
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 4 weeks after the deadline for application.

Partner Institution:

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^{6a} SI LJUBLJ01:

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

SK TRNAVA01:

<http://ects.truni.sk/?q=en/pridelovanieKreditov>

http://www.truni.sk/sites/default/files/zahr/ects_grading_system.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
SK TRNAVA01	zahrnod@truni.sk tel: + 421 33 59 39 207	http://www.truni.sk/en/practical-information-mobile-students
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:

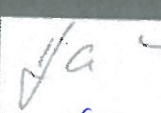
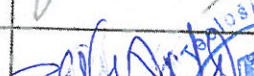
Institution [Erasmus code]	Contact details (email, phone)	Website for information
SK TRNAVA01	zahrnod@truni.sk tel: + 421 33 59 39 207	http://www.truni.sk/en/insurance
SI LJUBLJ01	+3861307 77 55 +38612418592	http://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/international_relations/

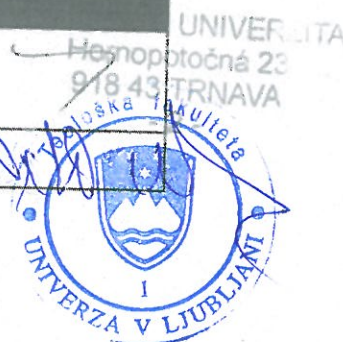
4. Housing

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
SK TRNAVA01	zahraned@truni.sk tel: + 421 33 59 39 207	http://www.truni.sk/en/accommodation
SI LJUBLJ01	konzularne- zadeve.mzz@gov.si +3861478 23 05	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 ⁶
SK TRNAVA01	Prof. PhDr. Milan Katuninec, PhD., Vice-rector for International Relations	20/1/2014	
SI LJUBLJ01	Dr. Christian Gostečnik, dean	13. 1. 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