



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: Bibi Ovaska Presetnik, Kongresni trg 12, 1000 Ljubljana Tel: +386 1 2418 594 E-mail: student.office@uni-lj.si Erasmus Faculty Coordinator: Roman Globokar Poljanska 4, 1000 Ljubljana Tel: +386 31 257 802 E-mail: roman.globokar@teof.uni-lj.si	https://www.uni-lj.si/mednarodno_sodelovanje_in_izmenjave/program_erasmus_plus/ https://www.teof.uni-lj.si/mednarodno/erasmus
Universität Vechta (University of Vechta)	D VECHTA02	Administrative contact: Sarah Winkler, Erasmus Institutional Coordinator,	www.uni-vechta.de

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.

		International Office Driverstr. 22 49377 Vechta Germany Phone: +49 (0)4441 15 660 Sarah.winkler@uni-vechta.de Academic contact: Prof. Dr. Britta Baumert Phone: +49 (0)4441 15 390 britta.baumert@uni-vechta.de	vechta.de
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B. Mobility numbers⁴ per academic year

FROM	TO	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]				Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods]	
SI LJUBLJA01	D VECHTA02	0221	Religion and Theology	1 st , 2 nd , 3 rd	3 x 5 (15)	
D VECHTA02	SI LJUBLJA01	0221	Religion and Theology	1 st , 2 nd , 3 rd	3 x 5 (15)	

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]	
SI LJUBLJA01	D VECHTA02	0221	Religion and Theology	14 (2 persons)	7 (1 person)
D VECHTA02	SI LJUBLJA01	0221	Religion and	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>)

			Theology		
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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
D VECHTA02		German	English	B1 No certificate required for admission.	English or German: B2 is recommended

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

D VECHTA02

Exchange students are only accepted on the basis of a nomination by the home institution. Offers for exchange students:

- An international interdisciplinary programme of courses taught in the English language (30 ECTS) in both the summer and winter semesters
- Access to almost all courses taught at the University of Vechta

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>

- An accommodation data base, and personal assistance in finding an apartment or a room
- Courses in German as a foreign language
- A tandem language learning programme
- Participation in the programme 'Europe goes to School' (winter semester)
- Organised excursions in Lower Saxony
- Social activities for international students from the student initiative InterMento (such as joint cooking or baking)
- A monthly *Internationaler Stammtisch*
- The annual Cultural Studies Summer School (each August/September, in German)
- Free university sports
- The Smoother Start Programme: introduction weeks (14-20 days), including campus and town orientation days, an intensive German language course, assistance with formalities, and an intercultural awareness course for Germany
- A personal student tutor (for those registered with the programme)

Vechta University has the appropriate infrastructure for students and staff with disabilities. However, we would appreciate it if Vechta University is informed of the special needs of an exchange student or staff member well in advance.

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
D VECHTA02	15 July	15 December

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

SI LJUBLJA01:

Grade	Grade description
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.	

D VECHTA02:

German Scale	ECTS Scale	Definition
1,0; 1,3	A	Excellent
1,7; 2,0	B	Very Good
2,3; 2,7	C	Good
3,0; 3,3; 3,7	D	Satisfactory
4,0	E	Sufficient
5,0	FX/F	Failure

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/
D VECHTA02	Sarah Winkler International Office Phone: +49 (0)4441 15 660 Email : sarah.winkler@uni-vechta.de international.office@uni-vechta.de	https://www.uni-vechta.de/internationales/

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/
D VECHTA02	Sarah Winkler International Office Phone: +49 (0)4441 15 660 Email : sarah.winkler@uni-vechta.de international.office@uni-vechta.de	https://www.uni-vechta.de/internationales/



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/
D VECHTA02	Sarah Winkler International Office Phone: +49 (0)4441 15 660 Email : sarah.winkler@uni-vechta.de international.office@uni-vechta.de	https://www.uni-vechta.de/internationales/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
SI LJUBLJA01	Prof. Dr. Robert Petkovšek Dean	27.11. 2018	
D VECHTA02	Prof. Dr. Burghart Schmidt President	30.11. 2018	 Universität Vechta Prof. Dr. Burghart Schmidt Postf. 15 53 • 49364 Vechta Driverstr. 22 • 49377 Vechta

⁶ Scanned signatures are accepted