



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/15-2020/21² 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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIWERSYTET KARDYNAŁA STEFANA WYSZYŃSKIEGO W WARSZAWIE	PL WARSZAW07	Katarzyna Mikocka – Erasmus Institutional Coordinator International Relations Office ul Dewajtis 5, 01-815 Warszawa, Poland; tel+48 22 561 89 94 (49), fax : +48 22 561 90 13 e-mail: bwm@uksw.edu.pl	http://ects.usos.uksw.edu.pl/en/courses/
Departmental Coordinator: Faculty of Theology		Assoc prof. dr hab. Bartosz Adamczewski b.adamczewski@uksw.edu.pl	
Faculty of Family Studies		dr Cezary Naumowicz c.naumowicz@uksw.edu.pl	
Univerza v Ljubljani	SI LJUBLJ01	Erasmus Institutional Coordinator: Katja Cerjak, Kongresnitr 12, 1000 Ljubljana, katja.cerjak@uni-lj.si , Tel.: +38612418592 Erasmus Faculty Coordinator: Branko Klun, Poljanskacesta 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

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

B. Mobility numbers⁴ 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 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 students and total number of months*]	Student Mobility for Traineeships *
PL WARSZAW07	SI LJUBLJ01	0221	Catholic Theology+ Family Studies	1,2,3+1,2	2x10+2x10	--
SI LJUBLJ01	PL WARSZAW07	0221	Catholic Theology	1,2, 3	3x10	--

[*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 [total number of days of teaching periods or average duration *]		Staff Mobility for Training *
PL WARSZAW07	SI LJUBLJ01	221	Catholic Theology+ Family Studies	1+1	5	To be confirmed
SI LJUBLJ01	PL WARSZAW07	221	Catholic Theology	2	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:

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>)

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL WARSZAW07		English	Polish	for courses realized in English: min. B1 for courses realized in Polish: min. B1	B2
SI LJUBLJ01		Slovene	English	B2	C1

D. Additional requirements^{5a}

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

SI LJUBLJ01: UL welcomes students with disabilities.

PL WARSZAW07:

Staff mobility: STA, STT

The staff mobility applications to be sent to the IRO e-mail address bwm@uksw.edu.pl

Draft of (Preliminary) Individual Teaching Programme for STA/ Individual Work Programme for STT indicating academic area/ professional area and proposed term of visit to be included so as to serve as a ground for the relevant faculty/administrative unit in decision-making process

Student mobility: SMS

No specific nomination deadlines, however, please make sure the students meet the requirements of sending us their applications within the application deadlines indicated in the chart below (E. Calendar)

Nomination procedure: nominations to be sent to bwm@uksw.edu.pl. Each nomination should contain the following data: student's first and last name, field of study, year of study, study level, duration of stay, e-mail address of the nominated Student.

After receiving the nomination, the information on application would be sent directly to the students.

Application documents: Application form, Learning Agreement, Accommodation form

(The forms are available on the International Relations Office website <http://www.dwm.uksw.edu.pl/en/>)

Assistance for the disabled students and staff is provided by Rector's Delegate for the Disabled Students. Please inform the IRO in advance (while nominating the student) about the specific requirements so that we can provide appropriate support in advance

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn semester* [month]	Spring semester* [month]
PL WARSZAW07	Application: 31 st May (nomination to be sent prior to application)	Application: 15 th January (nomination to be sent prior to application)

⁵For 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>

^{5a}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

SI LJUBLJ01	Nomination: 15 May for winter semester/full academic year	Nomination: 15 November for the summer semester
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[* 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: PL WARSZAW07 will send its decision within **6** 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. *[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

PL WARSZAW07:

Statistical distribution of grades elaborated by each faculty to be published at:

<http://ects.usos.uksw.edu.pl/en/>

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
PL WARSZAW07	bwm@uksw.edu.pl	http://www.dwm.uksw.edu.pl/en/
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
PL WARSZAW07	bwm@uksw.edu.pl	http://www.dwm.uksw.edu.pl/en/
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
PL WARSZAW07	bwm@uksw.edu.pl +48 22 561 89 94 (49)	http://www.dwm.uksw.edu.pl/en/
SI LJUBLJ01		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	Signature⁶
PL WARSZAW07	Departmental Coordinators:		
	Dr CezaryNaumowicz		
	Assoc. prof. dr hab. BartoszAdamczewski		
	Prof. dr hab. CezaryMik		
	Deputy Rector for Research and Development		
SI LJUBLJ01	Dr.Christian Gostečnik, dean	24. 2. 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.

⁶Scanned signatures are accepted

