



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 **between programme countries**

[Minimum requirements]

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 (email, phone)	Website (eg. of the course catalogue)
Univerza v Ljubljani (University of Ljubljana) Faculty of Civil and Geodetic Engineering	SI LJUBLJA 01	Institutional coordinator: Katja Cerjak katja.cerjak@uni-lj.si +386-1-241-85-92 Departmental coordinator: Alma Zavodnik Lamovšek alma.zavodnik@fgg.uni-lj.si +386-1-4768-500	http://www.uni-lj.si/international_relations/ and http://www3.fgg.uni-lj.si/en/
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization ; Phone +34 953 212194 E-mail: secrel@ujaen.es	http://www.ujaen.es/serv/vicint/home/academics_home.php

		Sebastian Bruque; International Mobility Programmes Coordinator ; Phone +34 953 212620 E-mail: sbruque@ujaen.es	
		David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	
[...]			

B. Mobility numbers¹ per 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 January 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 months of the study periods or average duration*]	Student Mobility for Traineeships *
E JAEN01	SI LJUBLJA01	0732	BUILDING AND CIVIL ENGINEERI NG	1 st	2 x 10 = 20 months	
SI LJUBLJA01	E JAEN01	0732	BUILDING AND CIVIL ENGINEERI NG	1 st	2 x 10 = 20 months	

[*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	TO	Subject	Subject	Number of staff mobility periods
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¹ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E JAEN01	SI LJUBLJA01	0732	BUILDING AND CIVIL ENGINEERING	1 person x 7 days	3 persons x 7 days
SI LJUBLJA01	E JAEN01	0732	BUILDING AND CIVIL ENGINEERING	1 person x 7 days	3 persons x 7 days

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
SI LJUBJA 01	581	SLOVENIAN	ENGLISH	B2	B2

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

[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]

² 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>

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

SI LJUBLJA01:

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E JAEN01	30 June	30 November
SI LJUBLJA 01	15 th of May	15 th of November

[* to be adapted in case of a trimester system]

2. E JAEN01: The receiving institution will send its decision within 2 weeks
SI LJUBLJA01: The receiving institution will send its decision within **8 weeks**.
3. E JAEN01: 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]
SI LJUBLJA01: 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.

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should 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

E JAEN01

Grade in Spanish Academic Records	Definition	Numerical mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Top Qualification in Class or Subject
3	Sobresaliente	9-10	A	Highest 10%
2	Notable	7-8.9	B	Next 20%
1	Aprobado	5-6.9	C-D	Next 65%
	Suspensio	0-4.9	FX-F	Not Pass

SI LJUBJA01: <http://www.uni-lj.si/study> at the university/examination and assessment rules and regulations/

ECTS and institutional grading scale:

Slovenian grade	ECTS grade	Definition
10 (Excellent)	A (Excellent)	Outstanding performance with only minor errors.
9 (Very Good)	B (Very Good)	Above the average standard but with some errors.
8 (Very Good)	C (Good)	Generally sound work with a number of notable errors.
7 (Good)	D (Satisfactory)	Fair but with significant shortcomings.
6 (Poor)	E (Sufficient)	Performance meets the minimum criteria.
5 – 1 (Unsatisfactory)	F, FX (Fail)	Considerable further work is required.

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
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en

	E-mail: dprendon@ujaen.es	
SI LJUBLJA01	<u>Incoming:</u> intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx

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
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
SI LJUBLJA01	<u>Incoming:</u> intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx



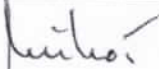

4. Housing

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
SI LJUBLJA01	Intern.Office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	9/9/14	 
SI LJUBJA01	Prof. Dr. Matjaž Mikoš, Dean	31/07/ 2014	 

³ Scanned signatures are accepted

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