



Erasmus+ Programme

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

Inter-institutional agreement 2016-20[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 departments where relevant)	Erasmus code	Contact details (email, phone)	Website (ref. of the course catalogue)
University of Ljubljana Faculty of Computer and Information Science Večna pot 113, 1000 Ljubljana, Slovenija	SI LJUBLJA01	Faculty coordinator: dr. Alenka Kavčič Večna pot 113, 1000 Ljubljana, Slovenija Tel: 00 386 1 479 8259 E-mail: alenka.kavcic@fri.uni-lj.si	Website at University: http://www.uni-lj.si/international_relations/incoming_students/ Website at faculty: http://www.fri.uni-lj.si/en/
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	Claudia.schileo@uniud.it outgoing mobility & Erasmus+ Studio Agreements Fax +39-0432-556229	Homepage for Incoming Students: http://www.uniud.it/en/uniud-international/incoming-exchange-students

		phone: +39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Professor/Department Coordinator: Prof. Christian Micheloni Christian.micheloni@uniud.it DIMI- Dipartimento di Matematica ed Informatica +39 0432 558473	General course catalogue: http://www.uniud.it/it/didattica/info-didattiche/guida-del-corso Courses held in English: http://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses
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B. Mobility numbers² per academic year

[Paragraph to be added, 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 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 [ISCED] Year of study	Number of student mobility periods	
					Student Mobility for Students	Student Mobility for Professors
SI LJUBLJA01	I UDINE01	061	Information and Communication Technologies (ICTs)	1 st , 2 nd , 3 rd	144 months (12 students x 12 months each)	

² 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>)

I UDINE01	SI LJUBLJA01	061	Information and Communication Technologies (ICTs)	1 st , 2 nd , 3 rd	30 months (5 students x 6 months each)	
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*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

FROM Institution code of the sending institution	TO Institution code of the receiving institution	Subject area code ISCED	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Teaching
				Total number of days of teaching periods or average duration	
SI LJUBLJA01	I UDINE01	061	Information and Communication Technologies (ICTs)	5 persons x 1 week x min. 8 teaching hours	
I UDINE01	SI LJUBLJA01	061	Information and Communication Technologies (ICTs)	5 persons x 1 week x min. 8 teaching hours	

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 Institution code	Optional Subject area	Language of Instruction 1	Language of Instruction 2	Recommended language of instruction level	
				Staff Mobility for Studies Minimum recommended level: B2	Staff Mobility for Teaching Minimum recommended level: B2
SI LJUBLJA01	061	Slovene	English	B1 B2	B2
I UDINE01	061	Italian	English	B2	B2

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For more details on the language of instruction recommendations, see the course catalogue of each institution

I UDINE01: <http://www.uniud.it/it/didattica/info-didattiche/programmi-insegnamenti/laurea-magistrale-comunicazione-multimediale-tecnologie-informazione/iscritti-2015-16>

D. Additional requirements

At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by the Italian student can be given or sent directly to him/her OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement or the changed Learning Agreement has to be given to the Italian student who will submit to the approval of the professor coordinator.

The incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site of I UDINE01:

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/extension-of-the-study-period>

- <http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/changes-to-the-original-learning-agreement>

University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.

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	May 15	November 15
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from I UDINE01.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

- **I UDINE01** will send its decision (Information package) within 8 weeks at the maximum from the reception of the nomination letter.

- Erasmus incoming student at I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.

2. The receiving institution will send its decision within 8 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.
4. Termination of the agreement

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. The termination clauses must include the following disclaimer: "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: http://www.uni-lj.si/international_relations/incoming_students/

I UDINE01: <http://www.uniud.it/en/uniud-international/Incoming-exchange-students/during-your-stay/ects>

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	<p><i>Incoming:</i> intern.office@uni-lj.si Tel: 00 386 1 2418592</p> <p><i>Outgoing:</i> student.office@uni-lj.si Tel: 00 386 1 2418594</p>	http://www.uni-lj.si/international_relations/incoming_students/
I UDINE01		http://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/right-to-stay-in-udine-no-eu-students

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	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 386 1 2418592 <i>Outgoing:</i> student.office@uni-lj.si Tel: 00 386 1 2418594	http://www.uni-lj.si/international_relations/incoming_students/
I UDINE01		<i>At the University of Udine:</i> Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period. Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.


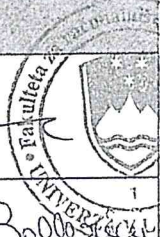
4. Housing

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	intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/international_relations/incoming_students/
I UDINE01		http://www.uniud.it/en/uniud-international/incoming-exchange-students/pre-arrival-information/accommodation-in-udine

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, Position	Date	Signature
SI LJUBLJA01	prof. dr. Nikolaj Zimic, Dean of the Faculty by the Authorisation of the Rector	6/11/2015	
I UDINE01	Vice Rector for Erasmus+ Mobility prof. M. Ballerini	4/11/15	Monica Bellisetti 



⁴ Scanned signatures are accepted