



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
University of Ljubljana Katja Cerjak Kongresni trg 12 1000 Ljubljana Faculty of Arts Aškerčeva 2 1000 Ljubljana	SI LJUBLJA01	Incoming: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592  Faculty coordinator: Name: Anja Golec Tel: +386 1 241 1356 E-mail: <a href="mailto:anja.golec@ff.uni-lj.si">anja.golec@ff.uni-lj.si</a> Departmental coordinator: Name: Tina Milavec Tel: 00 386 1 24 11 576 E-mail: <a href="mailto:tina.milavec@ff.uni-lj.si">tina.milavec@ff.uni-lj.si</a>	<a href="http://www.uni-lj.si/">http://www.uni-lj.si/</a> <a href="http://www.ff.uni-lj.si/">http://www.ff.uni-lj.si/</a>
UNIVERSITY OF UDINE International Relations and Mobility Office v. Palladio, 8		<a href="mailto:Claudia.schileo@uniud.it">Claudia.schileo@uniud.it</a> outgoing mobility & Erasmus Studio Agreements	

33100 UDINE ITALY		Fax +39-0432-556229 phone: +39-0432-556221  International Student Service <u>iss@uniud.it</u> incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497  Academic contact:  Elisabetta Borgna  Tel: ++390432556165  <u>elisabetta.borgna@uniud.it</u>  elisabetta_borgna@yahoo.it	general course catalogue: <a href="http://www.uniud.it/didattica/facolta">http://www.uniud.it/didattica/facolta</a>  courses held in english: <a href="http://www.uniud.it/international-area">http://www.uniud.it/international-area</a>
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### B. Mobility numbers<sup>4</sup> 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 [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Students	Student months
SI LJUBLJA01	I UDINE01	08.4	Archaeology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	6
I UDINE01	SI LJUBLJA01	08.4	Archaeology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	6

\*Optional: subject area code & name and study cycle are optional.

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

<sup>4</sup> 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>)

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	
				Duration in weeks	Teaching hours per week
SI LJUBLJA01	I UDINE01	08.4	Archaeology	1	8
I UDINE01	SI LJUBLJA01	08.4	Archaeology	1	8

### 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2	B2
I UDINE01		Italian	English	B1	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]

<sup>5</sup> 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>

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

**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/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng>**

**- <http://www.uniud.it/international-area/incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>**

**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)

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.
  - **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](mailto: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.

#### 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

[http://www.uni-lj.si/en/mobility\\_programmes/incoming\\_students.aspx](http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx)

[Erasmus code]	WEB PAGE
I UDINE01	<a href="http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng</a>

### 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	<i>Incoming:</i> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592  <i>Outgoing:</i> <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
I UDINE01		<a href="http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng</a>

### 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	<p><u>Incoming:</u>  <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>            Tel: 00 3861 2418592</p> <p><u>Outgoing:</u>  <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a>            Tel: 00 386 1 2418594</p>	<p><a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international relations/</a></p>
I UDINE01		<p><b><i>At the University of Udine:</i></b> Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

#### 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	<p><a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>            Tel: 00 3861 2418592</p>	<p><a href="http://www.uni-lj.si/international_relations/incoming_students/">http://www.uni-lj.si/international relations/incoming students/</a></p>
I UDINE01		<p><a href="http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng">http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng</a></p>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
SI LJUBLJA01	prof. Branka Kalenić Ramšak, Ph.D.  Dean of the Faculty by the Authorisation of the Rector		
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	13.01.14	<i>Monica Ballerini</i>



<sup>6</sup> Scanned signatures are accepted