



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Ljubljana</b> Kongresni trg 12 1000 Ljubljana  <b>Biotechnical Faculty</b> Jamnikarjeva 101 1000 Ljubljana	SI LJUBLJA01	<u>Incoming:</u> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592  <u>Faculty coordinator:</u> Name: Marjeta Stevanović, PhD Tel: +386 1 320 30 29 E-mail: <a href="mailto:marjeta.stevanovic@bf.uni-lj.si">marjeta.stevanovic@bf.uni-lj.si</a>  <u>Departmental coordinator (Biology):</u> Name: <u>Ass. Prof. Primož Zidar, PhD</u> Tel: +386 1 320 3376 E-mail: <a href="mailto:primoz.zidar@bf.uni-lj.si">primoz.zidar@bf.uni-lj.si</a>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>  <a href="http://www.bf.uni-lj.si/">http://www.bf.uni-lj.si/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<b>Charles University in Prague</b> Ovocný trh 3-5 Prague 1 116 36 Czech Republic  <b>Faculty of Science</b> Charles University in Prague Albertov 6. 128 43 Prague 2 Czech Republic	CZ PRAHA07	<u>Faculty coordinator:</u> Name: RNDr. Dagmar Chalupová, Ph.D. Tel: +420 221 951 165 E-mail: <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>  <u>Departmental coordinator (Biology):</u> Name: RNDr. Jan Mourek, Ph.D. Dept. of Teaching and Didactics of Biology Tel: +420 221 95 1866 E-mail: <a href="mailto:mourek@natur.cuni.cz">mourek@natur.cuni.cz</a>	<a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>  <a href="http://www.natur.cuni.cz/en/g/study/incoming-students/kontakt/erasmus/">http://www.natur.cuni.cz/en/g/study/incoming-students/kontakt/erasmus/</a>
--	------------	--	--

## B. Mobility numbers<sup>5</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	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
SI LJUBJA01	CZ PRAHA07	1022	Biology	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	3 students/18 months	
CZ PRAHA07	SI LJUBJA01	1022	Biology	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	3 students/18 months	

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

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

FROM	TO	Subject	Subject area	Number of staff mobility periods
------	----	---------	--------------	----------------------------------

<sup>5</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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	name *	Staff Mobility for Teaching  [total number of days of teaching periods or average duration]	Staff Mobility for Training
SI LJUBLJA01	CZ PRAHA07	1022	Biology	2 lecturers for 5 days/8h of lectures	
CZ PRAHA07	SI LJUBLJA01	1022	Biology	2 lecturers for 5 days/8h of lectures	

### 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>6</sup> Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2	B2
CZ PRAHA07		Czech	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]*

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:

<sup>6</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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI LJUBLJA01	May 15 <sup>th</sup>	November 15 <sup>th</sup>
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>

2. The receiving institution - SI LJUBLJA01 will send its decision within 8 weeks.

The receiving institution - CZ PRAHA07 will send its decision within 8 weeks.

3. A Transcript of Records will be issued by the receiving institution - SI LJUBLJA01 no later than 5 weeks after the assessment period has finished at the receiving HEI.

A Transcript of Records will be issued by the receiving institution - CZ PRAHA07 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/](http://www.uni-lj.si/international_relations/incoming_students/)

## Grading System

### Description of the institutional grading system

10	excellent	91 % - 100 %
9	very good	81 % - 90 %
8	very good	71 % - 80 %
7	good	61 % - 70 %
6	sufficient	51 % - 60 %
1 to 5	fail	less than 51 %

<b>Description of the institutional grading system:</b>		
Charles University in Prague awards grades according to the Czech Grading Scale for Institutions of Higher Education which consists of 4-point scale.		
Czech Grade	ECTS Grade	
1 - Excellent (excellent performance)	A	
2 - Very Good (above the average standard but with some errors)	B	
3 - Good (generally sound work with a number of notable errors)	D	
4 - Fail (unsatisfactory performance)	F	
Pass - student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level	Pass	
ECTS grading scale:		
ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	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
SI LJUBLJA01	Incoming: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592  Outgoing: <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>
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</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	Incoming: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592  Outgoing: <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>
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>




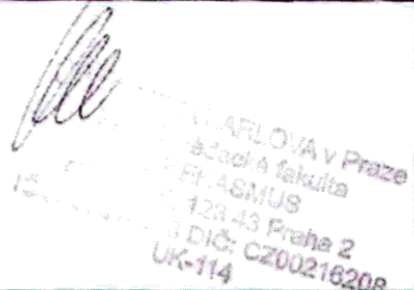
#### 4. Housing

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	<a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592	<a href="http://www.uni-lj.si/international_relations/incoming_students/">http://www.uni-lj.si/international_relations/incoming_students/</a>
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
SI LJUBLJA01	prof. Igor Potočnik, Ph.D. Dean of the Biotechnical Faculty by the Authorisation of the Rector prof. Ivan Svetlik, PhD	5/12/2013	
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty Erasmus Coordinator	18.12. 2013	

<sup>7</sup> Scanned signatures are accepted