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**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2014-20[21][[2]](#footnote-2)  
between programme countries**

**[Minimum requirements][[3]](#footnote-3)**

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[[4]](#footnote-4)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| ISMAI - Instituto Universitário da Maia / Maia University Institute | P MAIA01 | Liliana Marques - [lmarques@maieutica.ismai.pt](mailto:lmarques@maieutica.ismai.pt) / [Erasmus@ismai.pt](mailto:Erasmus@ismai.pt)  Av. Carlos de Oliveira Campos  4475-690 Avioso – S. Pedro – Castelo da Maia – Portugal  Tel.: +351 229 866 022 Fax: +351 229 825 331 | <http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm> |
| UNIVERSITY OF MARIBORFaculty of Criminal Justice and Security | SI MARIBOR01 | Dr. Andrej Sotlar  Faculty of Criminal Justice and Security  Kotnikova 8, Ljubljana, Slovenia  [andrej.sotlar@fvv.uni-mb.si](mailto:andrej.sotlar@fvv.uni-mb.si)  Tel:+386 1 300 83 32  Fax: +386 1 230 26 87 | <http://www.fvv.uni-mb.si/en/international-cooperation.aspx> |

**B. Mobility numbers[[5]](#footnote-5) 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, 1st , 2nd or 3rd] \**** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months of the study periods or average duration\*]* | *Student Mobility for Traineeships \** |
| P MAIA01 | SI MARIBOR01 | 380 | Criminology | 1st, 2nd | 4x5=20 |  |
| SI MARIBOR01 | P MAIA01 | 380 | Criminology | 1st, 2nd | 4x5=20 |  |

*[\*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 \** |
| P MAIA01 | SI MARIBOR01 | 380 | Criminology | 5 days/1 staff | 5 days/1 staff |
| SI MARIBOR01 | P MAIA01 | 380 | Criminology | 5 days/1 staff | 5 days/1 staff |

**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[[6]](#footnote-6)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| P MAIA01 |  | Portuguese | English | B1 | B2 |
| SI MARIBOR01 |  | 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**

**ISMA**I welcomes students and staff with disabilities, together with their helpers and carers.

For admission to the **University of Maribor** in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: <http://www.um.si/en/international/erasmus/Pages/Application-procedure-for-Erasmus-students-.aspx>

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| P MAIA01 | 30 JULY | 31 DECEMBER |
| SI MARIBOR01 | July 1 – students from EU  June 1 - students from non-EU countries | December 1– students from EU  November 1 – students from non-EU countries |

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

2. The receiving institution will send its decision within 3 week.

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

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities. Cancellation of the agreement, additional activities and changes in mobility data can be made annually, if communicated before January 1st.

**F. Information**

**1. Grading systems of the institutions**

**Ismai** uses the national grading scale (0-20), in accordance with the provisions of Decree-Law 42/2005, chapter III, article 15. The correspondence between the Portuguese scale and the European scale is in accordance with the provisions of Decree-Law 42/2005, chapter III, article 19. The Transcript of Records issued by ISMAI includes the grades in the national grading scale and in the European scale.

The ECTS users’ guide of **University of Maribor** is published at the following web page: <http://www.um.si/en/international/erasmus/Pages/ECTS-users-guide.aspx>

**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** |
| P MAIA01 | Nilson Veiga – [nveiga@maieutica.ismai.pt](mailto:nveiga@maieutica.ismai.pt) / [erasmus@ismai.pt](mailto:erasmus@ismai.pt) | <http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm> |
| SI MARIBOR01 | Uroš Kline  [erasmus@um.si](mailto:erasmus@um.si)  Tel.: +386 2 23 55 342 | <http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.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** |
| PMAIA 01 | Nilson Veiga – [nveiga@maieutica.ismai.pt](mailto:nveiga@maieutica.ismai.pt) / [erasmus@ismai.pt](mailto:erasmus@ismai.pt) | <http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm> |
| SI MARIBOR01 | Uroš Kline  [erasmus@um.si](mailto:erasmus@um.si)  Tel.: +386 2 23 55 342 | <http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.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 following persons and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| PMAIA 01 | Nilson Veiga – [nveiga@maieutica.ismai.pt](mailto:nveiga@maieutica.ismai.pt) / [erasmus@ismai.pt](mailto:erasmus@ismai.pt) | <http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm> |
| SI MARIBOR01 | Uroš Kline  [uros.kline@um.si](mailto:uros.kline@um.si)  Tel.: +386 2 23 55 342 | <http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx> |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[7]](#footnote-7)** |
| PMAIA 01 | Domingos Oliveira Silva, PhD - Dean |  |  |
| SI MARIBOR01 | Prof. dr. Danijel Rebolj, Rector |  |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-3)
4. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-4)
5. 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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-5)
6. 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> [↑](#footnote-ref-6)
7. Scanned signatures are accepted [↑](#footnote-ref-7)