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**Erasmus+ Programme**

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

**Inter-institutional agreement 2014-2020  
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, Erasmus code and address**  **(and department, where relevant)** | **Contact details**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| UNIVERSITY OF MARIBOR  SI MARIBOR01  Slomškov trg 15, 2000 Maribor, Slovenia  Faculty of Criminal Justice and Security  Kotnikova 8, Ljubljana, Slovenia | 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> |
| Veleučilište Velika Gorica  University of Applied Sciences Velika Gorica  HR ZAGREB08  Zagrebačka cesta 5, 10410 Velika Gorica, Croatia | Marina Črnko, lect.  [Marina.crnko@vvg.hr](mailto:Marina.crnko@vvg.hr)  +38517897646 | <http://www.vvg.hr/index.php?option=com_content&view=article&id=1339&Itemid=930&lang=en> |

**B. Mobility numbers[[1]](#footnote-1) per 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 \** |
| SI MARIBOR01 | HR ZAGREB08 | 380 | Law  (Criminal law, Criminology, Constitutional law, Public administration) | 1st, 2nd | 3x5 (15 months)  (3 students) | 0 |
| 481 | Computer science (Informatics, Information security) |
| 860 | Security services (broad programmes) |
| 861 | Protection of persons and property |
| HR ZAGREB08 | SI MARIBOR01 | 380 | Law  (Criminal law, Criminology, Constitutional law, Public administration) | 1st, 2nd | 3x5 (15 months)  (3 students) | 0 |
| 481 | Computer science (Informatics, Information security) |
| 860 | Security services (broad programmes) |
| 861 | Protection of persons and property |

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| --- | --- | --- | --- | --- | --- |
| **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 \** |
| SI MARIBOR01 | HR ZAGREB08 | 380 | Law  (Criminal law, Criminology, Constitutional law, Public administration) | 2x5 (10 days)  (2 staff) | 1x5 (5 days)  (1staff) |
| 481 | Computer science (Informatics, Information security) |
| 860 | Security services (broad programmes) |
| 861 | Protection of persons and property |
| HR ZAGREB08 | SI MARIBOR01 | 380 | Law  (Criminal law, Criminology, Constitutional law, Public administration) | 2x5 (10 days)  (2 staff) | 1x5 (5 days)  (1staff) |
| 481 | Computer science (Informatics, Information security) |
| 860 | Security services (broad programmes) |
| 861 | Protection of persons and property |

**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:

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| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[2]](#footnote-2)** | |
| Student Mobility for Studies | Staff Mobility for Teaching |
| SI MARIBOR01 |  | EN |  | B1 | B2 |
| HR ZAGREB08 |  | EN | HR | 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**

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>

**Veleučilište Velika Gorica**

For admission to the **Veleučilište Velika Gorica** in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: <http://www.vvg.hr/index.php?option=com_content&view=article&id=1339&Itemid=930&lang=en>

**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 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 |
| HR ZAGREB08 | June 20 - students from EU  June 01 - students from non-EU countries | January 15 - students from EU  December 15 - students from non-EU countries |

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

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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**

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>

**Veleučilište Velika Gorica**

|  |  |  |  |
| --- | --- | --- | --- |
| **ECTS grade**  **Mark** | **Grade and its Description**  **In English/Croatian** | **Range (extent) of knowledge (%)** | **Numeric value** |
| A | Excellent / Izvrstan  (excellent results) | 86 - 100 | 5 |
| B | Very good / Vrlo dobar  (results above average) | 75 - 85,9 | 4 |
| C | Good / Dobar  (results on average) | 65 - 74,9 | 3 |
| D | Satisfactory / Dovoljan  (acceptable result) | 60 - 64,9 | 2 |
| E | Sufficient / Dovoljan  (results fulfilling the minimum requirements) | 50 – 59,9 | 2 |
| F | Insufficient / Nedovoljan  (failed – further work required) | 25 – 49,9 | 1 |
| FX | Unsuccessful/Neuspješan  (failed – no right to take final exam, must re-enroll in subject) | 0 -24,9 | 1 |

**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 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> |
| HR ZAGREB08 | **Erasmus Institutional Coordinator:**  Marina Črnko, lect.  [marina.crnko@vvg.hr](mailto:marina.crnko@vvg.hr)  +38517897646 | [http://www.studyincroatia.hr/living-in-croatia/student-residence-permit](http://www.studyincroatia.hr/living-in-croatia/student-residence-permit%20) |

**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 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> |
| HR ZAGREB08 | **Erasmus Institutional Coordinator:**  Marina Črnko, lect.  [marina.crnko@vvg.hr](mailto:marina.crnko@vvg.hr)  +38517897646 | [http://www.studyincroatia.hr/living-in-croatia/health-care](http://www.studyincroatia.hr/living-in-croatia/health-care%20) |

**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 MARIBOR01 | Uroš Kline  [erasmus@um.si](mailto:erasmus@um.si)  Tel.: +386 2 23 55 342 | <http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx> |
| HR ZAGREB08 | **Erasmus Institutional Coordinator:**  Marina Črnko, lect.  [marina.crnko@vvg.hr](mailto:marina.crnko@vvg.hr)  +38517897646 | [http://www.studyincroatia.hr/living-in-croatia/accommodation](http://www.studyincroatia.hr/living-in-croatia/accommodation%20) |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature** |
| SI MARIBOR01 | Prof. dr. Danijel Rebolj, Rector |  |  |
| HR ZAGREB08 | Ivan Toth, M.Sc., sen.lect. |  |  |

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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-1)
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> [↑](#footnote-ref-2)