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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 2014-2021 [[2]](#footnote-2)  
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**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| **Žilinská univerzita v Žiline** (In English: University of Zilina)  **Faculty of Special Engineering** | SK ZILINA01 | **Erasmus Institutional Coordinator:** Assoc. Prof. Peter Fabián, PhD., Vice-rector T.: + 421-41-513 5130-3 E-mail: [peter.fabian@rekt.uniza.sk](mailto:peter.fabian@rekt.uniza.sk)  **Erasmus faculty coordinator responsible for the agreement:** Jozef Ristvej, PhD. - Vice-dean for Development and International Relations of the Faculty of Special Engineering T.: +421 41 513 6610 E-mail: Jozef.Ristvej@fsi.uniza.sk | <https://www.uniza.sk/menu/inc.php?ver=en>  <http://fsi.uniza.sk/_english/index-en.html> |
| **Univerza v Mariboru**  (In English: University of Maribor)  **Faculty of Criminal Justice and Security** | SI MARIBOR01 | **Erasmus Institutional Coordinator:**  Dr. Tatjana Welzer Družovec  Contact person:  Eva Škruba  [erasmus@um.si](mailto:erasmus@um.si)  +386 2 23 55 446  University of Maribor  Slomškov trg 15,  2000 Maribor, Slovenia  **Erasmus faculty coordinator:**  Dr. Andrej Sotlar  Vice-dean for International Cooperation  [andrej.sotlar@fvv.uni-mb.si](mailto:andrej.sotlar@fvv.uni-mb.si)  +386 1 300 83 32  Faculty of Criminal Justice and Security  Kotnikova 8, 1000 Ljubljana, Slovenia | <http://www.fvv.uni-mb.si/en/international-cooperation.aspx> |

**B. Mobility numbers[[3]](#footnote-3) 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 \** |
| SK ZILINA01 | SI MARIBOR01 | 34 | Business and administration | 1st, 2nd  and 3rd | 1 semester  (5 months)  as average duration  3 students | N/A |
| 31 | Social and behavioural science | 1st, 2nd  and 3rd | 1 semester  (5 months)  as average duration  3 students | N/A |
| SI MARIBOR01 | SK ZILINA01 | 34 | Business and administration | 1st, 2nd and 3rd | 3x5 (15 months)  (3 students) | N/A |
| 38 | Law |
| 48 | Computing | N/A |
| 86 | Security services |

*[\*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 \** |
| SK ZILINA01 | SI MARIBOR01 | 34 | Business and administration | 5 days of teaching period as average duration  2 teachers | 5  Days  1 staff |
| 31 | Social and behavioural science |
| SI MARIBOR01 | SK ZILINA01 | 34 | Business and administration | 2x5 (5 days)  (2 staff) | 5 days  1 staff |
| 38 | Law |
| 48 | Computing |
| 86 | Security services |

**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[[4]](#footnote-4)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| SK ZILINA01 |  | English | Slovak | B1/B2 English | B2 English |
| 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**

**University of Žilina:** Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.

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]** |
| SK ZILINA01 | 15 June | 30 November |
| 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 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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.*

*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**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users’ guide[[5]](#footnote-5). A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

**University of Žilina**

|  |  |  |  |
| --- | --- | --- | --- |
| ECTS grade  Mark | Grade and its Description  In English/Slovak | Range (extent) of knowledge (%) | Numeric value |
| A | Excellent / Výborne  (excellent results) | 93 – 100 | 1 |
| B | Very good / Veľmi dobre  (results above average) | 85 – 92 | 1,5 |
| C | Good / Dobre  (results on average) | 77 – 84 | 2 |
| D | Satisfactory / Uspokojivo  (acceptable result) | 69 – 76 | 2,5 |
| E | Sufficient / Dostatočne  (results fulfilling the minimum requirements) | 61 – 68 | 3 |
| FX | Insufficient / Nedostatočne  (failed – further work required) | less than 61 | 4 |

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>

***GRADING SCALE***

Slovene Grading Scale ECTS Grading Scale

10 - excellent A

9 - very good B

8 - good C

7 - satisfactory D

6 - sufficient E

5 – fail F / FX

**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** |
| SK ZILINA01 | Erasmus contact person:  Mrs Lenka Kuzmova, International and PR Office, T.:+421 41 5135133 E-mail: [lenka.kuzmova@uniza.sk](mailto:lenka.kuzmova@uniza.sk)   Faculty contact person for student, teaching a staff mobility: Jozef Ristvej, PhD. - Vice-dean for Development and International Relations of the Faculty of Special Engineering  T.: +421 41 513 6610  E-mail: Jozef.Ristvej@fsi.uniza.sk | <http://www.euraxess.sk/_user/documents/Euraxess/entry-stay-slovakia-guide-final-2012-12-web.pdf>  www.studyin.sk  <http://www.uniza.sk/document/InfoErasmusUniZA13_14.pdf> |
| 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** |
| SK ZILINA01 | Erasmus contact person:  Mrs Lenka Kuzmova, International and PR Office, T.:+421 41 5135133 E-mail: [lenka.kuzmova@uniza.sk](mailto:lenka.kuzmova@uniza.sk)   Faculty contact person for student, teaching and staff mobility: Jozef Ristvej, PhD. - Vice-dean for Development and International Relations of the Faculty of Special Engineering  T.: +421 41 513 6610  E-mail: Jozef.Ristvej@fsi.uniza.sk | <http://www.euraxess.sk/_user/documents/Euraxess/entry-stay-slovakia-guide-final-2012-12-web.pdf>  www.studyin.sk  <http://www.uniza.sk/document/InfoErasmusUniZA13_14.pdf> |
| 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** |
| SK ZILINA01 | Faculty contact person for student, teaching and staff mobility: Jozef Ristvej, PhD. - Vice-dean for Development and International Relations of the Faculty of Special Engineering  T.: +421 41 513 6610  E-mail: Jozef.Ristvej@fsi.uniza.sk | <http://www.uniza.sk/document/InfoErasmusUniZA13_14.pdf> |
| 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> |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[6]](#footnote-6)** |
| SK ZILINA01 | Name of dean:  professor Ladislav Šimák, Ph.D.  Name of Faculty:  Faculty of Special Engeneering |  |  |
| 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. 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-3)
4. 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-4)
5. <http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm> [↑](#footnote-ref-5)
6. Scanned signatures are accepted [↑](#footnote-ref-6)