

1480

**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**

**[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 the West of Scotland</b>	<b>UK PAISLEY 01</b>	<b>Institutional Coordinator:</b> Norman MacMillan Regional Manager (Europe) University of the West of Scotland   Paisley  PA1 2BE Email: <a href="mailto:norman.macmillan@uws.ac.uk">norman.macmillan@uws.ac.uk</a> Direct Line: +44 (0) 141 848 3353/07730 192692 <a href="mailto:norman.macmillan@uws.ac.uk">norman.macmillan@uws.ac.uk</a> <b>Academic Coordinator</b> Maria Sapouna Direct Line: +44 (0)1698 283 8620 <a href="mailto:maria.sapouna@uws.ac.uk">maria.sapouna@uws.ac.uk</a>	<a href="http://www.uws.ac.uk">www.uws.ac.uk</a>
<b>University of Maribor Faculty of Criminal Justice and Security</b>	<b>SI MARIBOR01</b>	<b>Institutional Coordinator:</b> Mladen Kraljić Tel: +3862 2355347 <a href="mailto:mladen.kraljic@um.si">mladen.kraljic@um.si</a>	<a href="http://www.fvv.um.si/en/international-cooperation/erasmus-exchange-students.aspx">http://www.fvv.um.si/en/international-cooperation/erasmus-exchange-students.aspx</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>Departmental Coordinator (FCJS):</b> Assist. prof. Aleš Bučar Ručman Tel: +38613008310 <a href="mailto:ales.bucar@fvv.uni-mb.si">ales.bucar@fvv.uni-mb.si</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      Student Mobility for Traineeships [total number of months of the study periods or average duration*]	
UK PAISLEY01	SI MARIBORO 1	86	Security Services	1 <sup>st</sup>	2 x 6 (12 months)	0
SI MARBORO1	UK PAISLEY01	86	Security services	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 6 (12 months)	0

*[\*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      Staff Mobility for Training [total number of days of teaching periods or average duration*]	
UK	SI		Security		

<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>)

PAISLEY01	MARIBOR01		Services	2x5 (10 days) (2 staff)	1x5 (5 days) (1 staff)
SI MARIBOR01	UK PAISLEY01	86	Security services	2x5 (10 days) (2 staff)	1x5 (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	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
UK PAISLEY01		English		B2	Normally 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

#### UK PAISLEY01 Selection and Admission

1. All Students must have completed at least one year of full-time study at the Home Institution prior to commencement of the Student Exchange.
2. Student Candidates must meet all normal entry criteria as applied to students at the Host Institution, including any language requirements.
3. The Host Institution reserves the right to reject Student Candidates put forward by the Home Institution on academic grounds.
4. Neither Institution will deny participation to students on the grounds of race, colour, religion, sexuality, national origin, gender, creed, age or disability.
5. Students will normally be admitted as full-time, non-graduating exchange students at the Host Institution. If any exchange student is seeking to undertake study which would lead to an award from UWS, they should declare this at the point of application.
6. The Home Institution will advise Exchange Students pre-departure on the academic and cultural differences at the Host Institution and in the host community.
7. The Host Institution will provide an Adviser who will be available to meet with the Exchange Students within the first week after arrival at a UWS campus and act as a point of contact during the Student Exchange.

<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>

## 2 Course of Study

1. Exchange Students will enrol in a standard full-time study load and complete all relevant assessment in accordance with the rules and policies of the Host Institution.
2. The Host Institution must advise the Home Institution immediately if an Exchange Student withdraws from or fails to complete their approved course.

## 3 Tuition Fees and Other Costs

1. Exchange Students accepted under this Agreement are exempt from tuition fees at the Host Institution and will continue to pay their normal tuition fee to the Home Institution.
2. Exchange Students may be charged other normal fees as students of the Host Institution.
3. All living costs (including travel and accommodation costs) are the responsibility of the participating students and neither Institution is responsible for these costs.

## 4 Access and Regulation

1. Exchange Students are entitled to the same rights and privileges (including academic and library resources, and student support services), as students normally enrolled at the Host Institution.
2. Exchange Students are subject to the same rules and regulations as students normally enrolled at the Host Institution. Exchange Students continue to be subject to the rules and regulations of the Home Institution whilst at the Host Institution.
3. The Host Institution will provide Exchange Students with a full and clear orientation to the Institution, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
4. The Host Institution will comply with all relevant health and safety legislation of the country in which the Host Institution is located.
5. In cases of serious accidents or incidents involving the Exchange Student or breaches of discipline by the Exchange Student, the Host Institution will advise and consult with contacts at the Home Institution.

**SI MARIBOR01:** 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

Trimester dates are available at:

UK PAISLEY01	<a href="http://www.uws.ac.uk/standardpb.aspx?pageid=2147484211&amp;terms=trimester+dates">http://www.uws.ac.uk/standardpb.aspx?pageid=2147484211&amp;terms=trimester+dates</a>
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1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>UK PAISLEY01</b>	Nominations: 31 <sup>st</sup> May Applications: 30 <sup>th</sup> June	Nominations: 30th September Applications: 31st October
<b>SI MARIBOR01</b>	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. 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.

3. 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

UK PAISLEY01

#### 1. Grading systems of the institutions

A	A	>70	First class
B	B1	60 – 69	Upper second class
C	B2	55 – 59	Lower second class
D	B2	50 – 54	Lower second class
E	C	40 – 49	Third Class
FX	D	30 – 39	Fail

F	E	<30	Fail
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#### SI MARIBOR01:

Slovenia Marks	Approximate Equivalent	ECTS Grading Scale
10	excellent	A
9	very good	B
8	good	C
7	satisfactory	D
6	sufficient	E
5-1	fail	F / FX

<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
<b>UK PAISLEY01</b>	admissions@uws.ac.uk	<a href="http://www.uws.ac.uk/international-students/preparation-and-arrival-advice/immigration/">http://www.uws.ac.uk/international-students/preparation-and-arrival-advice/immigration/</a>
<b>SI MARIBOR01</b>	International relations office Tel: +386 22355342 erasmus@um.si	<a href="http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx">http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx</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
<b>UK PAISLEY01</b>	Jacqueline Thomson Jacqueline.Thomson@uws.ac.uk 0044 141 848 3181	<a href="http://www.uws.ac.uk/accommodation/insurance@uws.ac.uk">http://www.uws.ac.uk/accommodation/insurance@uws.ac.uk</a>
<b>SI MARIBOR01</b>	International relations office Tel: +386 22355342 erasmus@um.si	<a href="http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx">http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx</a>

1. Other details are as follows:

**Inbound Students**

Students registered for a semester or year at a Scottish university are entitled to treatment on the UK's National Health Service (NHS). Students will register with a local health centre during the matriculation (registration) process which then entitles them to free health care (excluding dentistry).

Students living in University accommodation have the option to arrange student room insurance. Details of cover and an application form can be download under University Accommodation at: <http://www.uws.ac.uk/accommodation/>

**Outbound Students**

All outbound students travelling for business or placement during their can be covered under the UWS Personal Accident and Travel policy by contacting: [insurance@uws.ac.uk](mailto:insurance@uws.ac.uk)

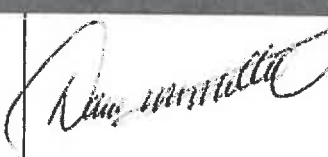

**4. Housing**

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
UK PAISLEY01	John.stevenson@uws.ac.uk	<a href="http://www.uws.ac.uk/standardpb.aspx?pageid=2147516567&amp;terms=accommodation">http://www.uws.ac.uk/standardpb.aspx?pageid=2147516567&amp;terms=accommodation</a>
SI MARIBOR01	International relations office Tel: +386 22355342 <a href="mailto:erasmus@um.si">erasmus@um.si</a>	<a href="http://www.um.si/en/international/erasmus/Pages/Accommodation.aspx">http://www.um.si/en/international/erasmus/Pages/Accommodation.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
UK PAISLEY01	Donna McMillan University Secretary and Registrar	11/11/16	
SI MARIBOR01	Prof. dr. Igor Tičar, Rector		 pisproblematiku rektorja ktor, ki dopolnje članice UM prof. dr. Mirko Jesenšek

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