Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2016-20[22][2]
between programme countries

[Minimum requirements][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] (email, phone)	Website (eg. of the course catalogue)
Police University College	FI TAMPERE16	**Coordinator:** Maija Ohvo, Education Coordinator P.O. Box 123 33721 Tampere Finland +358 295 483 165 maija.ohvo@poliisi.fi	https://www.polamk.fi/en/bachelor_studies/international_exchange_programmes
University of Maribor **Faculty of Criminal Justice and Security**	SI MARIBOR01	**Institutional Coordinator:** Mladen Kraljić Tel: +3862 2355347 mladen.kraljic@um.si **Departmental Coordinator (FCJS):** Assist. prof. Aleš Bučar Ručman Tel: +38613008310 ales.bucar@fvv.uni-mb.si	http://www.fvv.um.si/en/international-cooperation/erasmus-exchange-students.aspx

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[2] Higher Education Institutions have to agree on the period of validity of this agreement
[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers[5] 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, 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* *
FI TAMPERE16	SI MARIBOR01	1030	Security Services	1st	3 students x 10 months	/
SI MARIBOR01	FI TAMPERE16	1030	Security Services	1st, 2nd	3x5 months (1st semester September-December)	/

*[*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* *
FI TAMPERE16	SI MARIBOR01	1030	Security Services	2x5 (10days) (2 staff)	1x5 (5 days) (1 staff)
SI MARIBOR01	FI TAMPERE16	1030	Security Services	2x5 (10 days) (2 staff)	1x5 (5 days) (1 staff)

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[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)*

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[6]	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
FI TAMPERE16		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

FI TAMPERE16: For admission to the Police University Colege in the framework of the Erasmus programme students must students must follow the application procedure published at the university webpage www.polamk.fi/en.

SI MARIBOR01: For admission to the University of Maribor in the framework of the Erasmus programme students must 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]
FI TAMPERE16	May 1	no applications for the spring term
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]

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[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

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

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.

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 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

FI TAMPERE16:

Finnish Marks	Approximate Equivalent	ECTS Grading Scale
5	excellent	A
4	good	B
3	good	C
2	satisfactory	D
1	satisfactory	E
0	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
FI TAMPERE16	Maija Ohvo, Education Coordinator +358 295 483 165 maija.ohvo@poliisi.fi	https://www.polamk.fi/en/bachelor_studies/international_exchange_programmes
SI MARIBOR01	International relations office Tel: +386 22355342 erasmus@um.si	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:

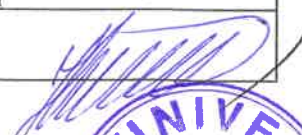| Institution [Erasmus code]	Contact details (email, phone)	Website for information
FI TAMPERE16	Maija Ohvo, Education Coordinator +358 295 483 165 maija.ohvo@poliisi.fi	https://www.polamk.fi/en/bachelor studies/international exchange p rogrammes
SI MARIBOR01	International relations office Tel: +386 22355342 erasmus@um.si	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
FI TAMPERE16	Maija Ohvo, Education Coordinator +358 295 483 165 maija.ohvo@poliisi.fi	https://www.polamk.fi/en/bachelor studies/int ernational exchange programmes
SI MARIBOR01	International relations office Tel: +386 22355342 erasmus@um.si	http://www.um.si/en/international/erasmus/Pa ges/Accommodation.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
FI TAMPERE16	Dr. Kimmo Himberg, Director	Dec.10, 2018	
SI MARIBOR01	Prof. dr. Zdravko Kačič, Rector		

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[7] Scanned signatures are accepted