



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020[21] 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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
University of Ljubljana Veterinary faculty	SI LJUBLJA01	Faculty coordinator: Name: Doc. Dr. Jože Starič Tel: 00386 1 4779 217 E-mail: joze.staric@vf.uni-lj.si	http://www.uni-lj.si/international_relations/ http://www.vf.uni-lj.si/vf/index.php/en/
Veterinärmedizinische Universität Wien University of Veterinary Medicine, Vienna International Relations Office (IRO) Veterinaerplatz 1	A WIEN04	Dr. phil. Ursula Maria Schober Chief International Officer, ERASMUS Institutional coordinator; bilateral agreement administrator Incoming exchange student and staff adviser e-mail:	www.vetmeduni.ac.at/en/international general course catalogue: https://online.vu-wien.ac.at/VUWonline/webnav.ini

1210 VIENNA, AUSTRIA		ursula.schober@vetmeduni.ac.at, Phone: +43 1 25077 1107, Fax: +43 1 25077 1197	
		ERASMUS departmental coordinator Mag.vet.med. Michaela Pirker; Outgoing exchange student and staff adviser e-mail: michaela.pirker@vetmeduni.ac.at Phone: +43 1 25077 1128, Fax: +43 1 25077 1197	

A. Information about higher education institutions

B. Mobility numbers² 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 st , 2 nd or 3 rd] *	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 LJUBLJA01	A WIEN04	12.4.	Veterinary medicine	1 st +2 nd or 3 rd	2	2
		12.4.	Veterinary medicine	1 st +2 nd or 3 rd	10 m	6 m
A WIEN04	SI LJUBLJA01	12.4.	Veterinary medicine		2	2
		12.4.	Veterinary medicine		10 m	6 m

*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

² 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>)

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 LJUBLJA01	A WIEN04	12.4.	Veterinary medicine	1	1
		12.4.	Veterinary medicine	5 (8 hrs)	5
A WIEN04	SI LJUBLJA01	12.4.	Veterinary medicine	1	1
		12.4.	Veterinary medicine	5 (8 hrs)	5

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01	Veterinary Medicine	Slovene	English	B2	B2
A WIEN04	Veterinary Medicine	German	English	B2 (German)	B2 (German/English)

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.

³ 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>

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 LJUBLJA01	May 15	November 15
A WIEN04	1 June (course work) 1 May (placement)	1 November (course work) 1 October (placement)

2. The receiving institution will send its decision within 8 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
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

http://www.uni-lj.si/international_relations/

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 LJUBLJA01	Incoming: intern.office@uni-lj.si Tel: 00 3861 2418592 Outgoing student.office@uni-lj.si Tel: 00 386 1 2418594	http://www.uni-lj.si/international_relations/
A WIEN04	e-mail: international@vetmeduni.ac.at , Phone : +43 1 25077 1107, Fax : +43 1 25077 1197	http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/

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 LJUBLJA01	<u>incoming</u> intern.office@uni-lj.si , Tel: 00 3861 2418592 <u>outgoing</u> student.office@uni-lj.si , Tel: 00 386 1 2418594	http://www.uni-lj.si/international_relations/
A WIEN04	e-mail : international@vetmeduni.ac.at , Phone : +43 1 25077 1107, Fax : +43 1 25077 1197	http://ec.europa.eu/social/main.jsp?catId=559 European Health Insurance Card www.wgkk.at Wiener Gebietskrankenkassa





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 LJUBLJA01	Intern.Office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/international_relations/
A WIEN04	e-mail : international@vetmeduni.ac.at , Phone : +43 1 25077 1107, Fax : +43 1 25077 1197	www.vetmeduni.ac.at/international >>Welcome Info; www.vetheim.at /VetHeim Student apartment house www.stuwo.at/en/dormitory-vienna-donaufelderstrasse/ Dorm Donaufeld http://www.oejab.at/site/en/studentsyouth/studenthostels/vienna/donaufeld ÖJAB Haus Donaufeld www.housing.oead.at international@vetmeduni.ac.at

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴	stamp
SI LJUBLJA01	Dean: Prof. Dr. Andrej Kirbiš	21 -11- 2013		
A WIEN04	Dr. Sonja Hammerschmid, Rector	18 November 2013		

⁴ Scanned signatures are accepted

Annex to Erasmus+ Inter-institutional Agreement

Institutional Fact-sheet¹

A Information about higher education institutions

A 1 Institutional details

Name of the institution	Veterinärmedizinische Universität Wien
Erasmus Code	A-WIEN04
EUC (2007-2014)	27489-IC-1-2007-1-AT-ERSAMUS-EUCX-1
Institution website	www.vetmeduni.ac.at
Online course catalogue	https://online.vu-wien.ac.at/VUWonline/webnav.ini

A 2 Main contacts

Contact person	Dr. phil. Ursula Maria Schober
Responsibility	Chief International Officer, ERASMUS Institutional coordinator; Bilateral agreement administrator; Incoming exchange student and staff adviser
Contact details	e-mail: ursula.schober@vetmeduni.ac.at , Phone: +43 1 25077 1107, Fax: +43 1 25077 1197

Contact person	Mag.vet.med. Michaela Pirker
Responsibility	ERASMUS departmental coordinator; Outgoing exchange student and staff adviser,
Contact details	e-mail: michaela.pirker@vetmeduni.ac.at Phone: +43 1 25077 1128, Fax: +43 1 25077 1197

B Mobility numbers per academic year²

C Recommended language skills

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level*
Student Mobility for Studies	Veterinary Medicine	German	B2
Staff Mobility for Teaching	Veterinary Medicine	German, English	B2

Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

The course catalogue provides more information on the language of instruction:
<https://online.vu-wien.ac.at/VUWonline/webnav.ini>

¹ To be viewed complementary to the Erasmus+ Programme Inter-institutional agreement

² Please refer to the Erasmus+ Programme Inter-institutional agreement

For information on German language courses in Vienna please contact: international@vetmeduni.ac.at

D Additional requirements

It is required, that students complete the online registration as soon as they receive the link and are asked to do so.

It is required that students be made aware of the minimum duration of an ERASMUS+ exchange period by their home institution and be assisted in the preparation of their learning/training agreement.

In order to welcome and assist incoming students and staff, they are required to report to the International Relations Office upon their arrival.

The Vetmeduni Vienna intends to deal with requests for support of students and staff with disabilities on an individual basis.

E Calendar

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

Type of exchange	course work	placement
Autumn term (1 October – 31 January)	1 June	1 May
Spring term (1 March – 30 June) – incl. mid-term vacation period (February)	1 November	1 October
Summer vacation period (July-September)	-----	1 April

2. We will send our decision within 2 weeks. However, the organization of placements may take more time for the decision by the respective units.

3. A Transcript of Records will be issued at the end of the exchange period or as soon as all student records have been entered into the *VetmedOnline* system. It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines

4. Termination of the agreement³

F Information

1. Grading system

1 = excellent, 2 = good, 3 = satisfactory, 4 = sufficient, 5 = insufficient;
A = recognised, E = successfully completed, M = pass with distinction, B = pass, N = fail

ECTS Credits: The Vetmeduni Vienna uses the European Credit Transfer and Accumulation System (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 25 hours of study.

³ Please refer to the Erasmus+ Programme Inter-institutional agreement

2. Visa

Information and assistance can be provided by the following contact points and information sources:

Website	http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/
Contact details	e-mail : international@vetmeduni.ac.at , Phone : +43 1 25077 1107, Fax : +43 1 25077 1197

3. Insurance

Health insurance is obligatory.

EU citizens: European Health Insurance Card (=blue card)

Non-EU: a copy of the application for health insurance at e.g. WGKK (Wiener Gebietskrankenkassa)

Information and assistance can be provided by the following contact points and information sources:

Website	http://ec.europa.eu/social/main.jsp?catId=559 European Health Insurance Card www.wgkk.at Wiener Gebietskrankenkassa
Contact details	e-mail : international@vetmeduni.ac.at , Phone : +43 1 25077 1107, Fax : +43 1 25077 1197

4. Housing

Information and assistance can be provided by the following information sources:

Website	www.vetmeduni.ac.at/international >>Welcome Info; www.vetheim.at /VetHeim Student apartment house www.stuwo.at/en/dormitory-vienna-donaufelderstrasse/ Dorm Donaufeld http://www.oejab.at/site/en/studentsyouth/studenthostels/vienna/donaufeld ÖJAB Haus Donaufeld www.housing.oead.at international@vetmeduni.ac.at
Contact details	e-mail : international@vetmeduni.ac.at , Phone : +43 1 25077 1107, Fax : +43 1 25077 1197

We advise all incoming students and staff to start looking for accommodation as soon as the application documents have been returned to the home institution.