



# 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.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>1</sup> (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	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a> <a href="http://www.vf.uni-lj.si/vf/index.php/en/">http://www.vf.uni-lj.si/vf/index.php/en/</a>
Ludwig-Maximilians-Universität München	D MUNCHEN01	<u>Institutional Coordinator:</u> Jean Schleiss International Office Geschwister-Scholl-Platz 1 80539 München Tel: +49 89 2180 3807	<a href="http://www.lmu.de/en/international/incoming">www.lmu.de/en/international/incoming</a>

		Fax. +49 89 2180 3136 E-mail: <a href="mailto:jean.schleiss@lmu.de">jean.schleiss@lmu.de</a>  <u>Departmental</u> <u>Coordinator:</u> Dr. Stefan Nüske , Tel: +49 89 2180 76056  <a href="mailto:Stefan.nueske@lmu.de">Stefan.nueske@lmu.de</a>	
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## B. Mobility numbers<sup>2</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*]	
SI LJUBLJA01		12.4.	Veterinary medicine	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	1x10 months	1x3 months
D MUNCHE N01		12.4.	Veterinary medicine	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	1x10 months	1x3 months

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

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

<sup>2</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>)

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching	Staff Mobility for Training *
				<i>[total number of days of teaching periods or average duration *]</i>	
SI LJUBLJA01		12.4.	Veterinary medicine	1x5 days	tbd
D MUNCHEN0 1		12.4.	Veterinary medicine	1x5 days	tbd

### 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:

<b>Receiving institution</b> [Erasmus code]	<b>Optional: Subject area</b>	<b>Language of instruc- tion 1</b>	<b>Language of instruc- tion 2</b>	<b>Recommended language of instruction level<sup>3</sup></b>	
				Student Mobility for Studies  <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching  <i>[Minimum recommended level: B2]</i>
SI LJUBLJA01		Slovene	English	B2	B2
D MUNCHEN01		German		B2	To be agreed on individual basis

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

<sup>3</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>

## 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.*

*D MUNCHEN01: see annex*

## 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
D MUNCHEN01	June 15	December 15

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. For D MUNCHEN01 see annex
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/](http://www.uni-lj.si/international_relations/)

D MUNCHEN01: see annex

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SI LJUBLJA01	<i>Incoming:</i> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592 <i>Outgoing</i> <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
D MUNCHEN01	<a href="mailto:erasmus-incoming@lmu.de">erasmus-incoming@lmu.de</a>	See annex

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SI LJUBLJA01	<i>incoming</i> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> , Tel: 00 3861 2418592 <i>outgoing</i> <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> , Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
D MUNCHEN01	<a href="mailto:erasmus-incoming@lmu.de">erasmus-incoming@lmu.de</a>	See annex


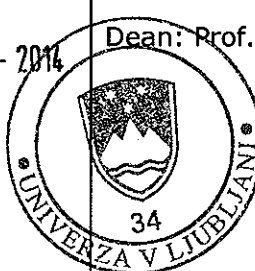

#### 4. Housing

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	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international relations/</a>
D MUNCHEN01	Christine.kern@imu.de	See annex

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
SI LJUBLJA01	Dean of the Faculty by the Authorisation of the Rector	19-05-2014	By authority Dean: Prof. Dr. Andrej Kirbiš  
D MUNCHEN01	Institutional Coordinator, Jean Schleiss	16.05.2014	Jean Schleiss 

<sup>4</sup> Scanned signatures are accepted



## Erasmus+ at LMU Annex for Inter-Institutional Agreements

*The annex is an integral part of the Inter-Institutional Agreement. The Inter-Institutional Agreement is only valid on condition that both parties hold the Erasmus Charter for Higher Education.*

### Institution Details

<b>Name of Institution</b>	Ludwig-Maximilians-Universität (LMU)
<b>Erasmus ID Code</b>	D MUNCHEN01
<b>Postal Address</b>	International Affairs Geschwister-Scholl-Platz 1 80539 München Germany
<b>Visiting Address</b>	Ludwigstraße 27, room G007, 80539 München
<b>Website</b>	<a href="http://www.lmu.de/en/international/incoming">www.lmu.de/en/international/incoming</a>

### Erasmus Contacts

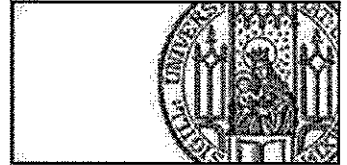
<b>Erasmus Inter-Institutional Agreements Coordinator</b>	Jean Schleiss Phone: +49 89 2180 - 3807; Fax: +49 89 2180 - 3136 <a href="mailto:jean.schleiss@lmu.de">jean.schleiss@lmu.de</a>
<b>Incoming Students</b>	Claudia Gebhard and Catherine Ubl Phone: +49 89 2180 - 2799 <a href="mailto:erasmus-incoming@lmu.de">erasmus-incoming@lmu.de</a>
<b>Outgoing Students</b>	Ms Claudia Wernthaler Phone: +49 89 2180 - 3795; Fax: +49 89 2180 - 3136 <a href="mailto:claudia.wernthaler@lmu.de">claudia.wernthaler@lmu.de</a>

### Nomination of Exchange Students

We ask partner universities to nominate exchange students to [erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de) no later than:  
Winter Semester: May 15                      Summer Semester: November 15

### Application and Registration Procedures

<b>Application</b>	After completing the online application at our website, students should print out the form and have it signed by the relevant coordinator at the home university. The application should then be sent with all supporting documents to the LMU International Office.
<b>Application Deadlines</b>	Winter Semester: June 15                      Summer Semester: December 15
<b>Registration</b>	Registration of new Erasmus incoming students usually takes place in October and April respectively. Students are informed about registration dates in the official letter of acceptance (Zulassungsbescheid), which they will receive not later than 6 weeks after the application deadline. <a href="http://www.lmu.de/en/international/incoming">www.lmu.de/en/international/incoming</a> > Application and Admission



## Recommended Language Skills

As the language of instruction of most undergraduate courses is German, the recommended language of instruction level is generally B1 (according to the "Common European Framework of Reference for Languages") and for courses taught in English the minimum language requirement is generally B1.

For both German/English some faculties/departments require higher levels of proficiency:  
[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Application and Admission > Language Requirements

### Language Courses

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > Language Courses

## Additional Requirements

### Choosing courses outside the subject area defined in the Inter-Institutional Agreement

With some restrictions, exchange students may take courses outside the subject area of the Inter-Institutional Agreement on condition that they have previous knowledge in that subject area. However, places cannot be guaranteed to students in subject areas which are not defined in the Inter-Institutional Agreement.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Studying at LMU > Choosing Courses

### Welcome Day

At the beginning of each semester LMU organises a Welcome Day. Erasmus students are also informed about orientation sessions which are offered in the faculties/departments.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Welcome Day

### Buddy Program

As well as many social programs, LMU has a buddy program which exchange students are encouraged to join.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > International Student Life

### Students with special needs / Students with children

To find out about on the kind of facilities available at LMU before going abroad, students should contact the LMU Erasmus-Incoming-Team directly ([erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de)).

[www.uni-muenchen.de/barrierefrei](http://www.uni-muenchen.de/barrierefrei)

[www.uni-muenchen.de/studierenmitkind](http://www.uni-muenchen.de/studierenmitkind)

## Studying at LMU Munich

### Academic Year

The academic year consists of two semesters – winter and summer.

The months of March, April, August, and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. Students should ask their departmental coordinators about the examination schedule.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Studying at LMU > Academic Calendar

### Course Information

The up-to-date course catalogue is available only two months before the beginning of each semester. Before the catalogue goes online students may consult the faculty websites where there is often general information about choosing courses etc.

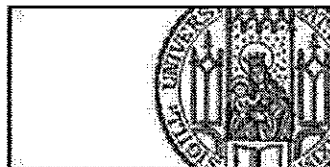
[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Studying at LMU > Choosing Courses





LUDWIG-  
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UNIVERSITÄT  
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN  
INTERNATIONAL AFFAIRS



### Grading System

At LMU Munich credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). The recommended workload is 30 ECTS per semester. All coursework will be graded in accordance with the German grading system.

#### General Grading System

< 1,00 exceptional (not given in all departments)  
1,00 – 1,50 very good (sehr gut)  
1,51 – 2,50 good (gut)  
2,51 – 3,50 satisfactory (befriedigend)  
3,51 – 4,00 sufficient (ausreichend)  
> 4,00 deficient (mangelhaft)

#### Grading System for Law

16 – 18 points: very good (outstanding)  
13 – 15 points: good (well above average)  
10 – 12 points: fully satisfactory (above average)  
07 – 09 points: satisfactory (meets all normal requirements)  
04 – 06 points: sufficient (meets requirements, some weakness)  
01 – 03 points: deficient (considerable weakness, unacceptable)  
0 points: inadequate/unsatisfactory (wholly unacceptable)

### Transcript of Records

Every effort will be made to issue transcripts of records 5 weeks after the assessment period at LMU has finished. As each department/faculty has different regulations, it may not always be possible to adhere to this deadline.

## General Information

### Accommodation

The "Studentenwerk" is responsible for providing accommodation for Erasmus students. The allocation of rooms in student residences run by the Studentenwerk is, however, coordinated at the International Office.

Contact person: [christine.kern@lmu.de](mailto:christine.kern@lmu.de)

Accommodation cannot be guaranteed to all Erasmus students. The International Office will however provide information and assistance to incoming students according to the requirements of the Erasmus Charter for Higher Education.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > Accommodation

### VISA

Depending on the country of origin, there are different entry and residence regulations for students.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Downloads > Exchange Student Guide

### Insurance

Adequate health insurance is obligatory for all exchange students. There are different regulations depending on the students' country of origin. Detailed information can be found at:

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > Health Insurance

LMU also strongly recommends an accident, personal and third party liability insurance for the duration of stay in Germany.

## Exchange Student Guide

Detailed information about all points mentioned above and other useful information can be found at:

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Downloads > Exchange Student Guide