



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2020 between programme countries

#### [Minimum requirements]<sup>2</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>3</sup> (email, phone)	Website (eg. of the course catalogue)
Universidade Lusófona de Humanidades e Tecnologias	P LISBOA52	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office  Av. Campo Grande, nº 376, 1749-024 Lisboa	<a href="http://www.ulusofona.pt/guia-ects.html">http://www.ulusofona.pt/guia-ects.html</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<a href="mailto:trdamasio@ulusofona.pt">trdamasio@ulusofona.pt</a> +351 21 751 55 65	
UNIVERSITY OF LJUBLJANA VETERINARY FACULTY	SI LJUBLJA01	Faculty coordinator: <b>Doc. Dr. Jože Starič</b>  Contact person: <b>Ms. Petra Gruden</b> <a href="mailto:VFinternational@vf.uni-lj.si">VFinternational@vf.uni-lj.si</a> Tel: 00 386 1 4779 381 Fax: 00 386 1 28 34 033	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international cooperation and exchange/incoming students/</a>  <a href="http://www.vf.uni-lj.si/vf/index.php/en/">http://www.vf.uni-lj.si/vf/index.php/en/</a>

## B. Mobility numbers<sup>4</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*]	
P LISBOA52	SI LJUBLJA01	084	Veterinary	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	up to 6 months (1 person)	/
SI LJUBLJA01	P LISBOA52	084	Veterinary	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	up to 6 months (1 person)	/

[\*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.]

<sup>4</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>)

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 *
P LISBOA52	SI LJUBLJA01	084	Veterinary	5 days (1 person)	5 days (1 person))
SI LJUBLJA01	P LISBOA52	084	Veterinary	5 days (1 person)	5 days (1 person)

### 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 <sup>5</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
P LISBOA52	Veterinary	Portuguese	English	English B2	English B2
SI LJUBLJA01	Veterinary	Slovene	English	English B2	English 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

#### P LISBOA52

<sup>5</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>

-Nomination, application documents and registration received after application deadlines will not be accepted;

-Procedures for Application:

-Official nomination by the host University;

-The students must be registered in: <http://apps.grupolusofona.pt/pls/apex/f?p=110:26>

-We need to receive by email [carmen.pereira@ulusofona.pt](mailto:carmen.pereira@ulusofona.pt) and by post to:

Learning Agreement, Medical Report and a Copy of your Identity Card or Passport and European Health Card.

-Please Pay Attention to these Instructions:

The Learning Agreement must be signed and stamped by your University.

The Medical Report must be filled and stamped by the doctor.

The address to send the original documents:

Universidade Lusófona de Humanidades e Tecnologias

International, Career & Entrepreneurship Office

Av. Campo Grande, 376 - 1749-024 Lisboa - Portugal

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA52	31th of May	31th of October
SI LJUBLJA01	May 15 <sup>th</sup>	November 15 <sup>th</sup>

[\* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within [x] weeks. **(According with the Course Directors confirmation.)**
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]* **(According with the Course Directors confirmation.)**
4. Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

- End of the stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

## F. Information

### 1. Grading systems of the institutions

#### Grading Scale at the Universidade Lusófona de Humanidades e Tecnologias

The University System of grades in Portugal varies between 0 and 20 where the minimum grade to pass is 10. (Law by the Decree nº 42/2005 (22 February 2005))

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient
10/0	Fail

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

#### University of Ljubljana SI LJUBLJA01:

[http://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/incoming\\_students/](http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/)

### 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
P LISBOA52	<a href="mailto:elisabete.lourenco@ulusofona.pt">elisabete.lourenco@ulusofona.pt</a> +351 21 751 55 65	<a href="http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html">http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html</a>
SI LJUBLJA01	<u>Incoming:</u> <a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> Tel: 00 386 1 2418592 <u>Outgoing:</u> <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_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/</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.

#### **All the participants must have the European Health Card.**

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
P LISBOA52	<a href="mailto:elisabete.lourenco@ulusofona.pt">elisabete.lourenco@ulusofona.pt</a> +351 21 751 55 65	<a href="http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html">http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html</a>
SI LJUBLJA01	<u>Incoming:</u> <a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> Tel: 00 386 1 2418592 <u>Outgoing:</u> <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_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/</a>

### **4. Housing**


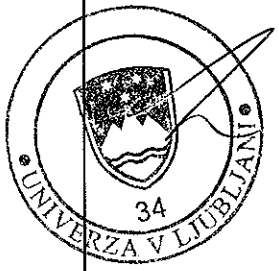
The receiving institution will guide incoming mobile participants in finding

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
P LISBOA52	<a href="mailto:cristina.matos@ulusofona.pt">cristina.matos@ulusofona.pt</a> +351 21 751 55 65	<a href="http://residencia.ulusofona.pt">http://residencia.ulusofona.pt</a>
SI LJUBLJA01	<a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> Tel: 00 386 1 2418592	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international cooperation and exchange/incoming students/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
P LISBOA52	Dra. Teresa do Rosário Damásio  Director of the International, Career & Entrepreneurship Office	09-05-2014	
SI LJUBLJA01	Dean of the Faculty by the Authorisation of the Rector  Prof. dr. Andrej Kirbiš		

<sup>6</sup> Scanned signatures are accepted