

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]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)
Universidade De Trás-os-Montes e Alto Douro International Relations and Mobility Office - GRIM	P VILA-RE01	Institutional Coordinator: ANTÓNIO SILVA, Vice-Rector for Science, Technology and Innovation GRIM – Edifício Pedrinhas UTAD – Quinta de Prados; 5001-801 Vila Real, Portugal Phone: +351 259 350 407/439 Fax: +351 259 350 629 Email: ajsilva@utad.pt Academic Contact: M ^a . Conceição Fontes mcfontes@utad.pt Administrative Contact: Lúcia Fernandes Phone: +351 259 350 439 Email: grim.coord@utad.pt	http://www.utad.pt/vPT/Ar ea2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/foreign_students/Paginas/foreign-students.aspx
Contact details⁵ (email, phone)	SI LJUBLJA01	Institutional Coordinator/Academic contact: Assist. Prof. Jože Starič Tel: 00386 1 4779 217 E-mail: joze.staric@vf.uni-lj.si Administrative Contact: MSc. Petra Gruden Tel: 00386 1 4779 852 E-mail: petra.gruden@vf.uni-lj.si	http://www.uni-lj.si/international_relations/ http://www.vf.uni-lj.si/vf/index.php/en/

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.

⁵ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁶ 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.]

Student Mobility (SMS)

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*] person / month	Student Mobility for Traineeships * person / month
P VILA-RE01	SI LJUBLJA01	640	Veterinary	1st	2x9=18 months	
SI LJUBLJA01	P VILA-RE01	640	Veterinary	1st	2x9=18 months	

[*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.]

Staff Mobility (STT or STA)

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 VILA-RE01	SI LJUBLJA01	640	Veterinary	1/8	1/8
SI LJUBLJA01	P VILA-RE01	640	Veterinary	1/8	1/8

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	Optional:	Language	Language	Recommended language of instruction level ⁷
-----------	-----------	----------	----------	--

⁶ 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>)

institution [Erasmus code]	Subject area	of instruction 1	of instruction 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P VILA-RE01		Portuguese		English B1	English B1
SI LJUBLJA01	Veterinary medicine	Slovene		B2	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

[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]

Additional requirements at Universidade de Trás-os-Montes e Alto Douro:

Students should check out the university's website in order to know what they should do before, during and after their mobility:
http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/foreign_students/Paginas/foreign-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]
P VILA-RE01	30 th June (nomination until April, 30)	30 th November (nomination until April, 30)
SI LJUBLJA01	May 15	November 15

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

2. The receiving institution will send its decision within 8 weeks.

⁷ 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>

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Grading System at Universidade de Trás-os-Montes e Alto Douro: P VILA-RE01

In the Portuguese grading system, the results are represented on a scale of 0 to 20, and the minimum grade required for approval is 10. Bachelor and Master's graduates are awarded a numerical grade ranging from 10 to 20, and the grade's equivalent on the ECTS grading scale. Each numerical grade corresponds to a qualitative grade and a segment as follows: 17 to 20 - Excellent, 15 to 16 - Very Good, 14 - Good, 11 to 13 - Satisfactory, 10 - Adequate, 00 to 09 - Fail. Statistical distribution of grades according to the ECTS users guide is available at: <http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/ECTS%20at%20UTAD.pdf>.

SI LJUBLJA01

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:

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P VILA-RE01	grim@utad.pt	http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf
SI LJUBLJA01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/international_relations/

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
P VILA-RE01	grim@utad.pt	http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf
SI LJUBLJA01	<i>incoming</i> intern.office@uni-lj.si , Tel: 00 3861 2418592	http://www.uni-lj.si/international_relations/

4. Housing

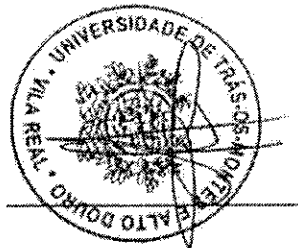
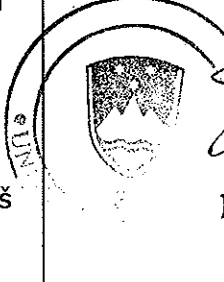

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P VILA-RE01	grim@utad.pt	http://www.utad.pt/vPT/Area2/OutrasUnidades/GabineteRelacoesInternacionaisMobilidade/guiaects/Documents/GeneralInformationForStudents.pdf
SI LJUBLJA01	Intern.Office@uni-lj.si Tel: 00 3861	http://www.uni-lj.si/international_relations/

	2418592	
--	---------	--

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁹
P VILA-RE01	António Silva Vice-Rector for Science, Technology and Innovation ERASMUS+ Institutional Coordinator		
SI LJUBLJA01	Dean of the Veterinary Faculty by the Authorisation of the Rector Prof. dr. Ivan Svetlik By authority Dean: Prof. Dr. Andrej Kirbiš	27.5.2015 	 po pooblastilu: prof. dr. Gregor Majdič prodekan

⁹ Scanned signatures are accepted