



## 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>
Universidad Complutense de Madrid	E MADRID03	Dr. Nieves Sánchez Bilateral Agreements Oficina Erasmus Pabellón de Gobierno Isaac Peral s/n 28040 Madrid España rrinter@ucm.es Faculty coordinator: Prof. Angel Saínz vetasmus@ucm.es	www.ucm.es  Veterinaria.ucm.es

## 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  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
SI LJUBLJA01	E MADRID03	12.4.	Veterinary medicine	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	1	--
		12.4.	Veterinary medicine	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	10 m	--
E MADRID03	SI LJUBJA01	12.4.	Veterinary medicine	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	1	--
		12.4.	Veterinary medicine	1 <sup>st</sup> +2 <sup>nd</sup> or 3 <sup>rd</sup>	10 m	--

\*Optional: subject area code & name and study cycle are 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	E MADRID03	12.4.	Veterinary medicine	1	
		12.4.	Veterinary medicine	5	

<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>)

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 *
E MADRID03	SI LJUBJA01	12.4.	Veterinary medicine	1	
		12.4.	Veterinary medicine	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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2	B2
E MADRID03		Spanish		B1	

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.

- The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay

<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>

*covers different semesters. Please take this into consideration when organising your students selection.*

- Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. <http://www.ucm.es/discapacidad> or <https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities->

## 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
E MADRID03	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a>	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a>

### E MADRID 03:

Partner institutions should send nominations using the Moveon e-Nomination system ([www.moveonnet.eu/myinstitution/enomination](http://www.moveonnet.eu/myinstitution/enomination))

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/](http://www.uni-lj.si/international_relations/)

E MADRID03: <http://www.ucm.es/sistema-de-evaluacion>

### 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	<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>
E MADRID03	<a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a>	<i>Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay.</i>  <i>For details please visit:</i>  <a href="https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante">https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante</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.

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	<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>
E MADRID03	<a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a>	<i>Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and</i>

Institution [Erasmus code]	Contact details (email, phone)	Website for information
		<p><i>purpose of the stay.</i></p> <p><i>For details please visit:</i></p> <p><a href="https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante">https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante</a></p>

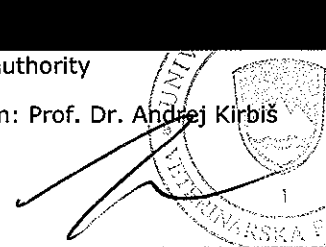

#### 4. Housing

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	<p><a href="mailto:Intern.Office@uni-lj.si">Intern.Office@uni-lj.si</a></p> <p>Tel: 00 3861 2418592</p>	<p><a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a></p>
E MADRID03	<p><a href="mailto:alojamientoenlaucm@ucm.es">alojamientoenlaucm@ucm.es</a></p> <p>Tel:+34 91 394 1897 / 2061</p>	<p><a href="https://www.ucm.es/oficina-de-alojamiento-en-la-ucm">https://www.ucm.es/oficina-de-alojamiento-en-la-ucm</a></p>

#### 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 -11- 2013	<p>By authority</p> <p>Dean: Prof. Dr. Andrej Kirbiš</p> 
E MADRID03	<p>Prof. Andrés Arias</p> <p>Vicerrector de Relaciones Internacionales</p> <p>TEL:+34 91 394 6957</p> <p>FAX:+34 91 394 6956</p>	18/11/2013	

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