



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff - Higher Education Student and Staff Mobility

## Inter-institutional agreement 2017-2020 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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF LJUBLJANA  Faculty of Natural Sciences and Engineering	SI LJUBLJANA01	<b>Institutional Coordinator:</b> <b>Ms. Katja CERJAK</b> Tel: + 386 1 241 85 90 E-mail: <a href="mailto:katja.cerjak@uni-lj.si">katja.cerjak@uni-lj.si</a>  <b>Faculty Coordinator:</b> <b>Ms. Majda ŠTRAKL</b> Phone: +386 1 4704 647 E-mail: <a href="mailto:majda.strakl@ntf.uni-lj.si">majda.strakl@ntf.uni-lj.si</a>	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/erasmus_coordinators/">http://www.uni-lj.si/international_cooperation_and_exchange/erasmus_coordinators/</a>  <a href="http://www.ntf.uni-lj.si/en/">http://www.ntf.uni-lj.si/en/</a>
BRNO UNIVERSITY OF TECHNOLOGY  Faculty of Business and Management	CZ BRNO01	<b>Bc. Tomáš Lády,</b> Email: <a href="mailto:lady@ro.vutbr.cz">lady@ro.vutbr.cz</a>  <b>Ms Eliška HOŠKOVÁ</b>  International office, Phone: +420 541 142 508; E-mail: <a href="mailto:horova@vutbr.cz">horova@vutbr.cz</a>	<a href="https://www.fbm.vutbr.cz/en/faculty">https://www.fbm.vutbr.cz/en/faculty</a>  <a href="http://www.fbm.vutbr.cz/en/faculty">http://www.fbm.vutbr.cz/en/faculty</a>

## B. Mobility numbers<sup>1</sup> per academic year

The agreement is signed for five academic years, i.e. for period of ac. Year 2017/18 to ac. year 2020/21.

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]						
SI LJUBLJA01	CZ BRNO01	0211	Audio- visual techniques and media production	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	/
CZ BRNO01	SI LJUBLJA01	041	Business and Administra tion	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	

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

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	CZ BRNO01	041	Business and Administration	1	/
CZ BRNO01	SI LJUBLJA01	041	Business and Administration	1	/

<sup>1</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>)



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### 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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovenian	English	B1/B2	B2
CZ BRNO 01		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

### E. Calendar

- 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 <sup>th</sup>	November, 15 <sup>th</sup>
CZ BRNO 01	May 31st	November 15th

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

<sup>2</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>

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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. 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

SI LJUBLJA01:

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

### CZ BRNO 01

ECTS grade	Evaluation
A	EXCELLENT
B	VERY GOOD
C	GOOD
C	FAIR
D	SATISFACTORY
E	PASS
FX/F	FAIL

### 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	International Office: Tel: +386 1 241 85 92 e-mail: intern.office@uni-lj.si	<a href="http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx">http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx</a>
CZ BRNO01		<a href="http://www.mzv.cz">http://www.mzv.cz</a>

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### 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	International Office: Tel: +386 1 241 85 92 e-mail: intern.office@uni-lj.si	<a href="http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx">http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx</a>
CZ BRNO01		<a href="http://www.cmu.cz/en?Itemid=224">http://www.cmu.cz/en?Itemid=224</a>

### 4. Housing




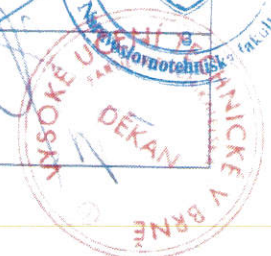
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	International Office: Tel: +386 1 241 85 92 e-mail: intern.office@uni-lj.si	<a href="http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx">http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx</a>
CZ BRNO 01		<a href="http://www.kam.vutbr.cz/english/">http://www.kam.vutbr.cz/english/</a>

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



Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
SI LJUBLJA01	Prof. dr. Boštjan Markoli Dean of the Faculty of Natural Sciences and Engineering	14. 12. 2017	 
CZ BRNO 01	Ass. prof. Ing. et Ing. Stanislav Škapa, Ph.D. dean	11. 12. 2017	 

<sup>3</sup> Scanned signatures are accepted