Erasmus+ Programme

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

Inter-institutional agreement 2017-2022
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 MARIBOR Slomškov trg 15, 2000 Maribor, Slovenia Faculty of Mechanical Engineering, Smetanova ulica 17, 2000 Maribor	SI MARIBOR01	xxxxxxxxx Head of international Relations Office xxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxx Erasmus Incoming Coordinator xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxx Faculty coordinator xxxxxxxxxxxxxx xxxxxxxxxxxxxx	http://www.um.si/en/international/erasmus/Pages/Faculties-information.aspx

České vysoké učení technické v Praze, Czech Technical University in Prague, Faculty of Transportation Sciences	CZ PRAHA10	Erasmus Institut. Coordinator: xxxxxxxxxx, xxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx, Faculty coordinator: xxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx	http://www.cvut.cz/en?set_language=en, course catalogue: http://www.cvut.cz/incomers/erasmus-exchange/prospectus

B. Mobility numbers[1] per 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, 1st, 2nd or 3rd]* *	Number of student mobility periods	
					Student Mobility for Studies *[number of students/total number of months of the study periods *]*	*Student Mobility for Traineeships* *
SI MARIBOR01	CZ PRAHA10	071	Engineering and engineering trades	1st, 2nd, 3rd	2/20	--
CZ PRAHA10	SI MARIBOR01	071	Engineering and engineering trades	1st, 2nd, 3rd	2/20	--

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

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[1] 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* *
SI MARIBOR01	CZ PRAHA10	071	Engineering and engineering trades	2 staff (10 days)	1 staff (5 days)
CZ PRAHA10	SI MARIBOR01	071	Engineering and engineering trades	2 staff (10 days)	1 staff (5 days)

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[2]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
SI MARIBOR01	-	EN	-	B1	B2
CZ PRAHA10		CZ	EN	B2	B2

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

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[2] 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

SI MARIBOR01: For admission to the University of Maribor in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: http://www.um.si/en/international/erasmus/Pages/Application-procedure-for-Erasmus-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]
SI MARIBOR01	July 1 – students from EU June 1 - students from non - EU countries	December 1– students from EU November 1 – students from non - EU countries
CZ PRAHA10	31 March- students from non-EU countries, 30 April – students from EU	31 October – students from non-EU countries, 30 November – students from EU

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

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 MARIBOR01: The ECTS users' guide of University of Maribor is published at the following web page: http://www.um.si/en/international/erasmus/Pages/ECTS-users-guide.aspx

CTU in Prague: http://www.cvut.cz/en/ects-ds/brief/sr

ECTS grade	points	mark	Czech-in words	English-in words
A	100-90	1.0	VÝBORNĚ	EXCELLENT
B	89-80	1.5	VELMI DOBŘE	VERY GOOD
C	79-70	2.0	DOBŘE	GOOD
D	69-60	2.5	USPOKOJIVĚ	SATISFACTORY
E	59-50	3	DOSTATEČNĚ	SUFFICIENT
F	49-0	4	NEDOSTATEČNĚ	FAILED

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 MARIBOR01	xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx	http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx
CZ PRAHA10	xxxxxxxxxxxxxxxxx, xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx	http://www.cvut.cz/incomers/erasmus-exchange/visa

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 MARIBOR01	xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx	http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx
CZ PRAHA10	xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx,	http://www.cvut.cz/incomers/erasmus-exchange/checklist

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 MARIBOR01	xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx	http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx
CZ PRAHA10	xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxx,	http://www.cvut.cz/incomers/erasmus-exchange/a

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
SI MARIBOR01	prof. dr. Igor Tičar, rector	5.12.2017	
CZ PRAHA10	prof. Dr. Ing. Miroslav Svítek, dr. h. c. Dean	22.11.2017	

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[3] Scanned signatures are accepted