

# Erasmus+ Programme

## Inter-institutional agreement 2014/15-2020/21

### Higher Education Student and Staff Mobility - Mobility for learners and staff (Key Action 1) -

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

UNIVERZA V LJUBLJANI SI LJUBLJA01	Name of the Institution INSTITUTIONAL CODE
<b>Institutional Coordinator<sup>1</sup>:</b> University of Ljubljana Katja Cerjak Kongresni trg 12 1000 Ljubljana Faculty of Arts Aškerčeva 2 1000 Ljubljana	<b>Institutional Coordinator<sup>1</sup>:</b> Nicolaus Copernicus University PL TORUN01 Erasmus Institutional Coordinator (STA, STT) Ewa Derkowska-Rybicka ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) tel/fax: +48 56 6114929, tel. 611 -4928, -2246 ul. Gagarina 11 87-100 Toruń Poland
<b>Contact Details for Student Mobility / Nomination:</b> <b>University of Ljubljana:</b> <b>Incoming:</b> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592 <b>Faculty coordinator:</b> Name: Anja Gólec Tel: +386 1 241 1356 E-mail: <a href="mailto:anja.golec@ff.uni-lj.si">anja.golec@ff.uni-lj.si</a>	<b>Contact Details for Student Mobility / Nomination:</b> Incoming students, placements: Małgorzata Grudzińska ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) tel/fax: +48 56 6114929, tel. 611 -4928, -2246 outgoing students, placements: Marta Wiśniewska ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ) Marta Błaszczuk ( <a href="mailto:martasio@umk.pl">martasio@umk.pl</a> ) tel/fax: +48 56 6114929, tel. 611 -4928, -2246
<b>Departmental Coordinator:</b> Name: Mrs. Marija Petek, PhD Tel: +386 1 2411 483 E-mail: <a href="mailto:marija.petek@ff.uni-lj.si">marija.petek@ff.uni-lj.si</a>	<b>Departmental Coordinator:</b> Institute of Information Science and Book Studies, History Faculty Veslava Osińska, PhD ( <a href="mailto:wieo@umk.pl">wieo@umk.pl</a> ) tel. +48 56 6112392, tel/fax +48 56 6114415

#### B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS <sup>1</sup>	SMT <sup>2</sup>
SI LJUBLJA01	PL TORUN01	0322 061	Library, Information Studies ICTs	1 <sup>st</sup> , 2 <sup>nd</sup>	2/2x5	2/2x 3
PL TORUN01	SI LJUBLJA01	0322 061	Library, Information Studies ICTs	1 <sup>st</sup> , 2 <sup>nd</sup>	2/2x5	2/2x 3

<sup>1</sup> Student Mobility for Studies

<sup>2</sup> Student Mobility for Traineeship

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA <sup>3</sup>	STT <sup>4</sup>
SI LJUBLJA01	PL TORUN01	0322 061	Library, Information Studies ICTs	2/1week	2/1 week
PL TORUN01	SI LJUBLJA01	0322 061	Library, Information Studies ICTs	2/1week	

### 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
SI LJUBLJA01		Slovene	English	B2	B2
PL TORUN01		Polish	English	B2	B2

If applicable, please indicate the required type and score of standardized language tests:  
SI ljublja01:

### E. Calendar

#### 1. Nomination deadlines:

Receiving institution	Winter term <sup>5</sup> [month]	Summer term <sup>6</sup> [month]
SI LJUBLJA01	May 15th	November 15th
PL TORUN01	June, 1st	November, 1st

- The receiving Institutions will send their decisions within 6-8 weeks after deadline.
- 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.
- Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

<sup>3</sup> Staff Mobility for Teaching

<sup>4</sup> Staff Mobility for Training

<sup>5</sup> To be adapted in case of a trimester system.

<sup>6</sup> To be adapted in case of a trimester system.

**PL TORUN01:**

Partner institutions should send their nominations by email (pls. give student's first and family name, e-mail, area of studies and semester of Erasmus scholarship).  
 Students should apply according to the procedure given on  
<http://www.umk.pl/en/cooperation/erasmus/students/application>

The online application should be submitted by the students by the **1<sup>st</sup> of June** or **1<sup>st</sup> of November**.

The receiving Institution will send its decision within 6 weeks.

**F. Information**

SI LJUBLJA01	
WWW for Incoming Students	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
WWW Course Catalogue	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
Housing <sup>7</sup>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
Contact details	<i>incoming.intern.office@uni-lj.si</i> Tel: 00 3861 2418592
WWW Visa Information <sup>8</sup>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
Contact details	<i>incoming.intern.office@uni-lj.si</i> Tel: 00 3861 2418592
WWW Insurance Information <sup>9</sup>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
Contact details	<i>incoming.intern.office@uni-lj.si</i> Tel: 00 3861 2418592
ECTS Users' Guide <sup>10</sup>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
WWW Students and Staff with Disabilities	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
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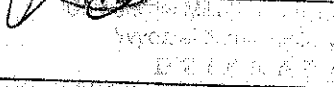
<sup>7</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>8</sup> 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 ECHE.

<sup>9</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>10</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

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

Institution	Name function	Date	Signature <sup>11</sup>
SI LJUBLJA01	prof. Branka Kalenčič Ramšak, Ph.D. Dean of the Faculty by the Authorisation of the Rector	8/11-2013	
PL TORUN01	Prof. dr hab. Jacek Gzella, Dean of the Faculty of History	12 LIS. 2013	

<sup>11</sup> Scanned signatures are accepted

**PL TORUN01:**

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The online application should be submitted by the students by the **1<sup>st</sup> of June** or **1<sup>st</sup> of November**.

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Contact details	<a href="mailto:incoming.intern.office@uni-lj.si">incoming.intern.office@uni-lj.si</a> Tel: 00 3861 2418592	Małgorzata Grudzińska ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) tel/fax. +48 56 6114929, tel. 611 -4928, -2246
WWW Visa Information <sup>8</sup>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/guide/issues/#A1</a>
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WWW Insurance Information <sup>9</sup>	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/guide/issues/#A1</a>
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