



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2020-[21]<sup>23</sup> between programme countries

[Minimum requirements]<sup>4</sup>

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>5</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF LJUBLJANA	SI LJUBLJA 01	<b>Institutional Coordinator:</b> Bibi Ovaska Presetnik Office of International Relations Kongresni trg 12 SI-1000 Ljubljana, Slovenia Tel: +386 1 2418 594 Fax: +38 612418593 <a href="mailto:bibi.ovaska-presetnik@uni-lj.si">bibi.ovaska-presetnik@uni-lj.si</a> , <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>  <b>Departmental Coordinator:</b> Assoc. Prof. Dr. Mojca Lunder Faculty of Pharmacy	<a href="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/</a>  <a href="https://www.uni-lj.si/study/eng/">https://www.uni-lj.si/study/eng/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

		Aškerčeva cesta 7 SI-1000 Ljubljana, Slovenia Tel: +386 1 4769 570 <a href="mailto:mojca.lunder@ffa.uni-lj.si">mojca.lunder@ffa.uni-lj.si</a>	
<b>Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)</b>	<b>PL TORUN01</b>	<p><b>Department of International Cooperation</b>  <b>Gagarina 11, 87-100 Toruń, Poland</b>  <b>tel./fax (+48-56) 611 4929</b>  <b>Erasmus Institutional Coordinator (STA , STT)</b>  Marta Wiśniewska  Institutional Coordinator  tel. (+48-56) 611-4788  e-mail: <a href="mailto:mawi@umk.pl">mawi@umk.pl</a></p> <p><b>Collegium Medicum in Bydgoszcz</b>  (medical sciences):  Department of Projects and International Cooperation  ul. Jagiellońska 13,  85-067 Bydgoszcz  tel. (52) 585-36-91  Paulina Gyrkow, Aleksandra Laskowska  e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>  <b>Faculty of Pharmacy Coordinator</b>  Dr hab. Artur Słomka , prof. UMK,  e-mail: <a href="mailto:artur.slomka@cm.umk.pl">artur.slomka@cm.umk.pl</a></p>	<p><b>ERASMUS</b> incoming information:  <a href="https://www.umk.pl/en/erasmus/students/">https://www.umk.pl/en/erasmus/students/</a></p> <p><b>Lecture catalogue:</b>  <a href="https://www.umk.pl/en/erasmus/courses/offer%2017%2018/">https://www.umk.pl/en/erasmus/courses/offer 17 18/</a></p> <p><b>Semester dates:</b>  <a href="https://www.umk.pl/en/erasmus/downloads/">https://www.umk.pl/en/erasmus/downloads/</a></p> <p><b>Collegium Medicum</b>  <a href="https://www.cm.umk.pl/en/erasmus/information-for-incoming-students.html">https://www.cm.umk.pl/en/erasmus/information-for-incoming-students.html</a></p>

## B. Mobility numbers<sup>6</sup> 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	TO	Subject area code *	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	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISC ED]			Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	

<sup>6</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

<b>SI LJUBLJA 01</b>	<b>PL TORUN01</b>	0916	Pharmacy	1st, 2nd	2 x 5 months	2 x 2 months
		0914	Laboratory Medicine	1st, 2nd	2 x 5 months	2 x 2 months
		0914	Cosmetology	1st, 2nd	2 x 5 months	2 x 2 months
<b>PL TORUN01</b>	<b>SI LJUBLJA 01</b>	0916	Pharmacy	1st, 2nd	2 X 5 months	2 x 2 months
		0914	Laboratory Medicine	1st, 2nd	2 X 5 months	2 x 2 months
		0914	Cosmetology	1st, 2nd	2 X 5 months	2 x 2 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.]*

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code *</b> [ISCED]	<b>Subject area name *</b>	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
<b>SI LJUBLJA 01</b>	<b>PL TORUN01</b>	0916, 0914	Pharmacy, Laboratory Medicine, Cosmetology	2 [5 days]	2 [5 days]
<b>PL TORUN01</b>	<b>SI LJUBLJA 01</b>	0916, 0914	Pharmacy, Laboratory Medicine, Cosmetology	2 [5 days]	2 [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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>7</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>SI LJUBLJA 01</b>	0916, 0914	Slovene	English	B2 in English	B2 in English
<b>PL TORUN01</b>	0916, 0914	Polish	English	B2 in English	B2 in English

#### **D. Additional requirements**

##### **SI LJUBLJA01:**

##### **Choosing courses**

<https://www.uni-lj.si/study/eng/>

##### **Preparation course and orientation sessions**

In September Slovene language course (60 hours, 3 ECTS) is available for Erasmus students. Orientation sessions are offered by many faculties/departments at the beginning of each semester, as well as many social programs.

##### **Students with special needs / Students with children**

To find out about available facilities at University of Ljubljana before going abroad, students should contact [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si).

##### **Academic Year**

The academic year consists of two semesters – winter and summer.

The winter semester start on 1 October and end in mid January. Summer semester is from mid February to beginning of June.

[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/)

##### **Course Information**

<sup>7</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>

<sup>7</sup>Turkish is required for clinical clerkships involving patient contact medical studies.

Students may consult departmental coordinators and faculty websites where there is often general information about choosing courses etc.

<https://www.uni-lj.si/study/eng/>

### Application and Registration

Home university should nominate the student to the Office of International Relations of the University of Ljubljana. The nominations should be sent to [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si).

After nomination the exchange student should fill in an online application ([https://studij.uni-lj.si/studexchange/tujci\\_prva.asp](https://studij.uni-lj.si/studexchange/tujci_prva.asp)). There is no need to send a paper copy of the application.

At the end of the online application the necessary documents (Transcript of Records of home university, Learning Agreement and Language Certificate) are uploaded.

After the application has been received and approved by the host department an Acceptance letter and information on living and studying in Ljubljana is sent.

### 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 LJUBLJA 01	May 15	November 15
PL TORUN01	30 <sup>th</sup> April	1 <sup>st</sup> November

*[\* 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/Transcript of Works 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

This agreement shall become effective in the academic year [2020/21].

In the event of unilateral termination, a notice of at least one academic year must 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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide <sup>8</sup>. 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.]*

#### PL TORUN01

Uniwersytet Mikołaja Kopernika w Toruniu	ECTS	
Grade	Grade	Predicate
5	A	Very Good
4,5	B	Better than good
4	C	Good
3,5	D	Better than satisfactory
3	E	Satisfactory
2	F	Unsatisfactory / Fail
Zal / Pass	Participation; i.e. the student has successfully and regularly attended the course.	

#### SI LJUBLJA01:

At University of Ljubljana credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). The recommended workload is 30 ECTS per semester. All coursework will be graded in accordance with the University of Ljubljana grading system.

UNIVERSITY OF LJUBLJANA GRADING SYSTEM	
GRADE	GRADE DESCRIPTION
10	Exceptional knowledge without or with negligible faults
9	Very good knowledge with some minor faults
8	Good knowledge with certain faults
7	Solid knowledge but with several faults
6	Knowledge only meets minimal criteria
5	Knowledge does not meet minimal criteria
A student passes the exam if he/she is graded from 6 to 10.	

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing

<sup>8</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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
<b>SI LJUBLJA 01</b>	<a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>	<a href="http://infotujci.si/en/third-country-nationals/">http://infotujci.si/en/third-country-nationals/</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="https://www.umk.pl/en/erasmus/life/guide/issues/#A1">https://www.umk.pl/en/erasmus/life/guide/issues/#A1</a> Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</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

### 4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>SI LJUBLJA 01</b>	<a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>	<a href="https://www.uni-lj.si/international_cooperation_and_exchange/">https://www.uni-lj.si/international_cooperation_and_exchange/</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="https://www.umk.pl/en/erasmus/life/guide/issues/#A2">https://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>

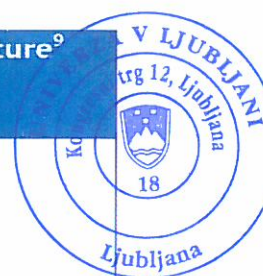
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>SI LJUBLJA 01</b>	<a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>	<a href="https://www.uni-lj.si/International_cooperation_and_exchange/">https://www.uni-lj.si/International_cooperation_and_exchange/</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="https://www.cm.umk.pl/en/student-info/accommodation.html">https://www.cm.umk.pl/en/student-info/accommodation.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
<b>SI LJUBLJA 01</b> <b>UNIVERSITY OF LJUBLJANA</b>	<b>Prof. Irena Mlinarič Raščan, Dean</b>  <b>by authorization of the Rector</b>	20.4.2020	
<b>PL TORUN01</b> <b>NICOLAUS COPERNICUS UNIVERSITY</b>	<b>Prof. dr hab. Stefan Kruszewski</b>  <b>Dean of the Faculty of Pharmacy</b>	10/02/2020	



<sup>10</sup>Scanned signatures are accepted