



# Erasmus+ Programme

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

## Inter-institutional agreement 2022-2023 between programme countries

[Minimum requirements]<sup>1</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>2</sup> (email, phone)	Website (eg. of the course catalogue)
Copenhagen Business School, Department of Management, Society and Communication	<b>DK KOBHA05</b>	CBS Erasmus Coordinator: Jesper Høegh Madsen Email: <a href="mailto:erasmus@cbs.dk">erasmus@cbs.dk</a> Phone: (+45) 3815 3006  Janine Leschke, professor with special responsibilities; Email: <a href="mailto:jle.msc@cbs.dk">jle.msc@cbs.dk</a>	<a href="https://www.cbs.dk/en/international-opportunities/partnerships-affiliations/erasmus">https://www.cbs.dk/en/international-opportunities/partnerships-affiliations/erasmus</a>
Fakulteta za informacijske študije Novo mesto  (Faculty of Information studies in Novo mesto)	<b>SI NOVO- ME05</b>	<b>Consultant for international mobility:</b> Tea Golob, PhD Associate Professor  <b>Erasmus+ contact:</b> <a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a>	<a href="https://www.fis.unm.si/en/">https://www.fis.unm.si/en/</a>

<sup>1</sup>Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</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 *
DK KOBENHA05	SI NOVO-ME05				Not applicable for this agreement	
SI NOVO-ME05	DK KOBENHA05				Not applicable for this agreement	

[\*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.]

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 *
DK KOBENHA05	SI NOVO-ME05	03 05 06	Social sciences, journalism and information  Natural sciences, mathematics and statistics	3 *5	3 *5

<sup>3</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>)

			Information and Communication Technology		
SI NOVO-ME05	DK KOBENHA05	03 05 06	Social sciences, journalism and information Natural sciences, mathematics and statistics Information and Communication Technology	3 *5	3 *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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
DK KOBENHA05		English	English	Not applicable for this agreement	B2
SI NOVO-ME05		Slovenian	English	Not applicable for this agreement	B2

**For more details on the language of instruction recommendations, see the course catalogue of each institution:**

<sup>4</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>

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## D. Additional requirements

### **DK KOBENHA05:**

*Opportunities funded by the Erasmus grant will, as all activities of the CBS, be made available to all students and staff members irrespective of sex, race or creed.*

## 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 NOVO-ME05	15 May	15 November
DK KOBENHA05	Not applicable for this agreement	Not applicable for this agreement

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

- The receiving institution will send its decision within [8] weeks.
- 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
- Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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

#### **DK KOBENHA05:**

<https://www.cbs.dk/en/international-opportunities/international-students/guestexchange-student/academic-experience>

#### **SI NOVO-ME05:**

**Faculty of information studies grading scale related to ECTS grading system:**

ECTS grade	Local grade	Local definition
F	5	Fail
E	6	Sufficient
D	7	Satisfactory

C	8	Good
B	9	Very Good
A	10	Excellent

ECTS-credits: 60 per year/30 per semester

## 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 NOVO- ME05	erasmus@fis.unm.si	<a href="https://www.policija.si/eng/areas-of-work/state-border-control/conditions-of-entry-and-residence-of-foreigners">https://www.policija.si/eng/areas-of-work/state-border-control/conditions-of-entry-and-residence-of-foreigners</a>
DK KOBENHA05	Anette Hove Ahc.intoff@cbs.dk Email: erasmus@cbs.dk Phone: (+45) 3815 3006	For EU citizens: <a href="https://www.nyidanmark.dk/en-GB/You-want-to-apply/Residence-as-a-Nordic-citizen-or-EU-or-EEA-citizen/EU-student?anchor=howtoapply">https://www.nyidanmark.dk/en-GB/You-want-to-apply/Residence-as-a-Nordic-citizen-or-EU-or-EEA-citizen/EU-student?anchor=howtoapply</a>  For Non-EU citizens: <a href="https://www.nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education?anchor=howtoapply">https://www.nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education?anchor=howtoapply</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 NOVO- ME05	erasmus@fis.unm.si	<a href="https://www.gov.si/novice/2020-09-23-zdravstveno-zavarovanje-tujih-studentov/">https://www.gov.si/novice/2020-09-23-zdravstveno-zavarovanje-tujih-studentov/</a>
DK KOBENHA05	rec.intoff@cbs.dk	<a href="https://www.cbs.dk/files/cbs.dk/anticipating_arrival_guide_2019-20.pdf">https://www.cbs.dk/files/cbs.dk/anticipating_arrival_guide_2019-20.pdf</a>

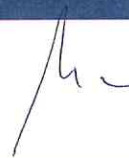

## 4. Housing

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 NOVO- ME05	erasmus@fis.unm.si	<a href="http://www.dijaskidom.org/">http://www.dijaskidom.org/</a>
DK KOBENHA05	housing.intofl@cbs.dk	<a href="https://www.cbs.dk/en/international-opportunities/international-students/guestexchange-student/accommodation">https://www.cbs.dk/en/international-opportunities/international-students/guestexchange-student/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
SI NOVO-ME05	<b>Full Professor Matej Makarovič, PhD</b>  Dean of Faculty of Information studies in Novo mesto	3.11.2022	
DK KOBENHA05	<b>Jesper Høegh Madsen</b>  Erasmus Coordinator	01/11/2022	



<sup>5</sup>Scanned signatures are accepted