



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021 <sup>2</sup> 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)
College for Information Technologies Zagreb	HR ZAGREB 16	Darija Pešut, Head of International Relations and Mobility Office  Tel: +0038513764007 GSM: +385998010233  Fax: +38513764264 Email: dpesut@vsite.hr	<a href="http://www.vsite.hr/sites/default/files/Course%20Catalogue_1415.pdf">http://www.vsite.hr/sites/default/files/Course%20Catalogue_1415.pdf</a>
Fakulteta za informacijske študije v Novem mestu (Faculty of Information	SI NOVO-ME05	ERAMSUS+ coordinator:  Assistant Professor, Matej Mertik PhD,	<a href="http://www.fis.unm.si/en/study-at-fis/erasmus/">http://www.fis.unm.si/en/study-at-fis/erasmus/</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

Studies in Novo Mesto)		erasmus@fis.unm.si Tel: 00386 737 37 884	<a href="http://www.fis.unm.si/si/za-studente/mednarodne-izmenjave/">http://www.fis.unm.si/si/za-studente/mednarodne-izmenjave/</a>
------------------------	--	---	---

## 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 *
SI NOVO-ME05	HR ZAGREB 16	0688	ICT-inter-disciplinary programmes	1 <sup>st</sup> , 2 <sup>nd</sup>	1 student 1 semester (5 months)	1 student
HR ZAGREB 16	SI NOVO-ME05	0688	ICT-inter-disciplinary programmes	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	2 students 2 semesters (10 months)	1 student

*[\*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*

<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>)



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 *
SI NOVO-ME05	HR ZAGREB 16	0688	ICT- interdisciplinary programmes	1 staff, 5 days of teaching period as average duration	1 staff 5 days as average duration
HR ZAGREB 16	SI NOVO-ME05	0688	ICT- interdisciplinary programmes	1 staff, 5 days of teaching period as average duration	1 staff 5 days as average duration

### 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]
SI NOVO-ME05		English	Slovenian	B1	B2

<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>

HR ZAGREB 16		Croatian		B2	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

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term/full year* [month]	Spring term* [month]
HR ZAGREB 16	15 July	15 November
SI NOVO-ME05	10 <sup>th</sup> May	10 <sup>th</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 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]*
4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to 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>5</sup>. A link to a webpage*

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



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.]

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
HR ZAGREB 16	Tel: +0038513764007 GSM: +385998010233 Fax: +38513764264 Email: dpesut@vsite.hr	<a href="http://www.vsite.hr/?q=hr/node/602">http://www.vsite.hr/?q=hr/node/602</a>
SI NOVO-ME05	<a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a>	<a href="http://www.mzz.gov.si/si/predstavnistva_po_svetu/evropa/">http://www.mzz.gov.si/si/predstavnistva_po_svetu/evropa/</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
HR ZAGREB 16	Tel: +0038513764007 GSM: +385998010233 Fax: +38513764264 Email: dpesut@vsite.hr	<a href="http://www.vsite.hr/?q=en/node/603">http://www.vsite.hr/?q=en/node/603</a>
SI NOVO-ME05	<a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a> <a href="mailto:coris@coris.si">coris@coris.si</a>	<a href="http://www.coris.si/si/860/Zavaranja_za_tujce.aspx">http://www.coris.si/si/860/Zavaranja_za_tujce.aspx</a>

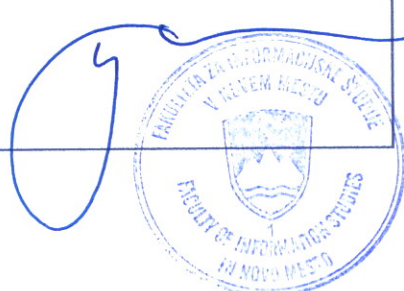
#### 4. Housing

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
HR ZAGREB 16	Tel: +0038513764007 GSM: +385998010233  Fax: +38513764264 Email: dpesut@vsite.hr	<a href="http://www.vsite.hr/?q=en/node/601">http://www.vsite.hr/?q=en/node/601</a>
SI NOVO- ME05	<a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a> <a href="mailto:situla@situla.si">situla@situla.si</a>  <a href="mailto:dsd-nm@guest.arnes.si">dsd-nm@guest.arnes.si</a> ; <a href="mailto:natasa.kokol@guest.arnes.si">natasa.kokol@guest.arnes.si</a>	<a href="http://www.unm.si/si/novomesto/studentski-utrip/nastanitve/">http://www.unm.si/si/novomesto/studentski-utrip/nastanitve/</a>  <a href="http://www.situla.si">http://www.situla.si</a>  <a href="http://www.dijaskidom.org/20_studentski.html">http://www.dijaskidom.org/20_studentski.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
SI NOVO- ME05	Associate Professor. Janez Povh, PhD., Dean	19.9.2014	

<sup>6</sup> Scanned signatures are accepted

HR ZAGREB 16	MSc Milorad Nikitović,  Dean	19.09.2014.	 A handwritten signature in blue ink is written over a circular stamp. The stamp contains the text "Vsite ZAGREB" in the center, "VISOKA ŠKOLA ZA INFORMACIJSKE I INŽENJERSKE ZNANOŠTOSKE" around the perimeter, and a small number "1" at the bottom.
-----------------	---------------------------------------	-------------	--