



# Erasmus+ Programme

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

### Inter-institutional agreement 2017-2020 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
University of Ljubljana Faculty of Maritime Studies and Transport	SI LJUBLJA01	<b>Institutional coordinator:</b> Katja Cerjak, <a href="mailto:Katja.Cerjak@uni-lj.si">Katja.Cerjak@uni-lj.si</a> , Tel: +38612418590	<a href="http://www.uni-lj.si/mednarodno_sodelovanje_in_izmeniave/program_erasmus/">http://www.uni-lj.si/mednarodno_sodelovanje_in_izmeniave/program_erasmus/</a>
		<b>Faculty coordinator:</b> Dušica Frank, <a href="mailto:international@fpp.uni-lj.si">international@fpp.uni-lj.si</a> , Tel: +38656767160	<a href="http://www.fpp.uni-lj.si/international_cooperation/erasmus_programme/student_exchange/">http://www.fpp.uni-lj.si/international_cooperation/erasmus_programme/student_exchange/</a>
Private Higher Education Institution "Bukovinian"	CHERNIVTSI PIC code:	<b>Institutional Coordinator:</b> Prof. Yaroslav VYKLYUK	<a href="http://bukuniver.edu.ua/">http://bukuniver.edu.ua/</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

University" Chernivtsi - Ukraine	933734514	Office for Research and International Relations, str. Darwina, nr. 2A, 58000 – Chernivtsi; tel. +380372 55 32 07; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: <a href="mailto:vyklyuk@ukr.net">vyklyuk@ukr.net</a>	
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## B. Mobility numbers 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, 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]	Student Mobility for Traineeships *

\* 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]	Staff Mobility for Training *
SI LJUBLJA01	CHERNIVTSI PIC CODE 933734514	061	Information and communication technologies	2 staff x 5 days (min. 8 teaching hours)	
CHERNIVTSI PIC CODE 933734514	SI LJUBLJA01	061	Information and communication technologies	2 staff x 5 days (min. 8 teaching hours)	

### 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>2</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
SI LJUBLJA01		Slovenian	English	B2 for English	B2 for English
CHERNIVTSI		Ukrainian	Russian, English, Romanian	B1 – Ukrainian or B1 – Romanian or B2 – English or B1 – Russian  B2 - For Foreign Languages field of studies	B2 for English

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

SI LJUBLJA01: For any additional information you can contact Erasmus coordinator at Faculty of Maritime Studies and Transport Mrs. Dušica Frank [international@fpp.uni-lj.si](mailto:international@fpp.uni-lj.si) or on institutional level you can contact Mrs. Katja Cerjak [Katja.Cerjak@uni-lj.si](mailto:Katja.Cerjak@uni-lj.si)

CHERNIVTSI :

The higher education institution(s) located in a **programme country**<sup>3</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

[http://eacea.ec.europa.eu/funding/2014/call\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php)

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

<sup>2</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>3</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

#### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organizational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

#### **CHERNIVTSI:**

- Bukovinian university is equipped by necessary infrastructure for students and staff with special needs and disabilities. We require information about all special needs before arrival of students, teacher or staff.
- In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Office for Research and International Relations [vyklyuk@ukr.net](mailto:vyklyuk@ukr.net)

## 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 LJUBLJA01	15 <sup>th</sup> May	15 <sup>th</sup> November
CHERNIVTSI	30 <sup>th</sup> June	15 <sup>th</sup> December

2. The receiving institution will send its decision within 8 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.
4. Termination of the agreement

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

#### SI LJUBLJA01:

- 10 = excellent (percentage of knowledge: 91 – 100 %),
- 9 = very good (81 – 90 %),
- 8 = very good (71 – 80 %),
- 7 = good (61 – 70 %),
- 6 = satisfactory (51 – 60 %),
- 5 - 1 = fail (less than 51 %).

#### CHERNIVTSI:

Bukovinian university		
Assessment is expressed in grades calculated on a scale from 1 – 100, with 60 meaning that "performance meets the minimum criteria required in order to pass", 100 meaning "outstanding performance".		
Grade	Romanian Grade	Definition
A	90-100	EXCELLENT - outstanding performance with only minor errors
B	82-89	VERY GOOD - above the average standard but with some errors

C	74-81	GOOD - generally sound work with a number of notable errors
D	64-73	SATISFACTORY - fair but with significant shortcomings
E	60-63	SUFFICIENT - performance meets the minimum criteria
FX	35-59	FAIL - some more work required before the credit can be awarded
F	1-34	FAIL - considerable further work is required

**ECTS credits:**

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

## 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 LJUBLJA01	/	<a href="http://e-uprava.gov.si/e-uprava/en/zivljeniskeSituacijeStran.euprava?dogodek.id=12471">http://e-uprava.gov.si/e-uprava/en/zivljeniskeSituacijeStran.euprava?dogodek.id=12471</a>
CHERNIVTSI	Office for Research and International Relations, str. Darwina, nr. 2A, 58000 – Chernivtsi; tel. +380372 55 38 03; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: <a href="mailto:vyklyuk@ukr.net">vyklyuk@ukr.net</a>	<a href="http://mfa.gov.ua/en">http://mfa.gov.ua/en</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
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SI LJUBLJA01	/	<a href="http://www.infotuici.si/v/32/health-insurance">http://www.infotuici.si/v/32/health-insurance</a>
CHERNIVTSI	Office for Research and International Relations, str. Darwina, nr. 2A, 58000 – Chernivtsi; tel. +380372 55 38 03; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: <a href="mailto:vyklyuk@ukr.net">vyklyuk@ukr.net</a>	<a href="http://www.bukuniver.edu.ua">http://www.bukuniver.edu.ua</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 LJUBLJA01	<a href="mailto:international@fpp.uni-lj.si">international@fpp.uni-lj.si</a>	<a href="http://www.fpp.uni-lj.si/international_cooperation/erasmus_programme/student_exchange/accomodation/">http://www.fpp.uni-lj.si/international cooperation/erasmus programme/student exchange/accomodation/</a>
CHERNIVTSI	Office for Research and International Relations, str. Darwina, nr. 2A, 58000 – Chernivtsi; tel. +380372 55 38 03; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: <a href="mailto:vyklyuk@ukr.net">vyklyuk@ukr.net</a>	<a href="http://www.bukuniver.edu.ua">http://www.bukuniver.edu.ua</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
SI LJUBLJA01	Prof. dr. Elen Twrdy Dean of UL, Faculty of Maritime Studies and Transport		
CHERNIVTSI	Prof. Manylich Mykhailo PhD – President		

*\* According to the Article 21 of the Statute, University of Zagreb, in the 15<sup>th</sup> session of the 344th academic year (2012/2013), held on 11 July 2013 University Senate reached a Decision that all the agreements relevant to one faculty or academy can be signed by the Dean of the relevant academy/faculty*

<sup>4</sup> Scanned signatures are accepted