



Erasmus+ Programme

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

Inter-institutional agreement 2019-2021 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 of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details (address, email, phone)	Website (eg. of the course catalogue)
University of Ljubljana Bibi Ovaska Presetnik Kongresni trg 12 1000 Ljubljana Faculty of Arts Aškerčeva 2 1000 Ljubljana	SI LJUBLJA01	Erasmus Institutional Coordinator: University of Ljubljana: Incoming: intern.office@uni-lj.si Tel: 00 3861 2418592 Faculty coordinator: Name: Tjaša Ribizel, PhD Tel: +386 1 241 1044 E-mail: internationaloffice@ff.uni-lj.si	http://www.uni-lj.si/ http://www.ff.uni-lj.si/
		Departmental coordinator: Departmental coordinators: Incoming students: Name: Dr Donald Reindl Mail: donald.reindl@ntf.uni-lj.si E-mail: donald.reindl@ntf.uni-lj.si Outgoing students: Name: Dr Silvana Orel Kos Tel.: +386 1 241 1226 E-mail: silvana.orelkos@ff.uni-lj.si Erasmus internship: Name: Dr Tamara Mikolič Južnič E-mail: Tamara.MikolicJuznic@ff.uni-lj.si	http://www.prevajalstvo.net/department

Scuola Superiore per Mediatori Linguistici "Istituto Internazionale"	IBENEVEN05	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: p.palumbo@ssmlinternazionale.it Viale Delcogliano, 12 – 82100 Benevento E.mai: ammi@ssmlinternazionale.it Telefono: 0824 312463 Fax: 0824 312342	http://www.ssmlinternazionale.it/site
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B. Mobility numbers¹ 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 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
SI LJUBLJA01	IBENEVEN05	0232	Translation, Interpreting	1 st cycle,	2*6=12	/
IBENEVEN05	SI LJUBLJA01	0232	Literature and linguistics; Language acquisition		2*6=12	/

*[*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	TO	Subje	Subject area	Number of staff mobility periods
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¹ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	ct area code * [ISCED]	name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training*
SI LJUBLJA01	I BENEVEN 05	0232	Translation, Interpreting	[2 STAFF= 14 days]	<i>To be determined: will be agreed on upon request if there is a mutual interest.</i>
I BENEVEN 05	SI LJUBLJA01	0232	Literature and linguistics; Language acquisition	[2 STAFF= 14 days]	[2 STAFF= 14 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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene (in translation classes)	English German French Italian	B2	B2
I BENEVEN 05		ITALIAN	ENGLISH	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

² 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>

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff. Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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	MAY 15 th	NOVEMBER 15 th
I BENEVEN 05	Deadline for Nomination and Application 30 th of August *C classes Start and End Date: September 13 th - January 15 th	Deadline for Nomination and Application 30 th of December C classes Start and End Date: January 30 th - June 2 nd

[* to be adapted in case of trimester system].

- The receiving institution will send its decision within 4 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, given that the transcript form and all relevant course work documents have been submitted by the student.
- 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 Institution

Partner information about grading system:

30 cum laude	outstanding
30	excellent
29-28-27	very good to good
26-25-24-23	satisfactory to adequate
22-21 20-19	poor to barely adequate
18	minimum passing grade
<18	fail

Partner: SI LJUBLJA01

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.
Study requirements may also be evaluated with grades: passed with distinction, passed or failed.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 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.

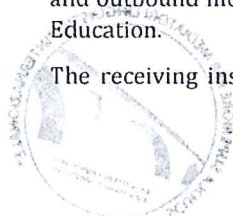
Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	Incoming: E-mail: intern.office@uni-lj.si Tel.: 00 3861 2418592	http://www.uni-lj.si/international cooperation and exchange
I BENEVEN 05	Prof. PAOLO PALUMBO p.palumbo@ssmlinter.nazionale.it	http://www.ssmlinternazionale.it/site/

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 LJUBLJA01	Incoming: E-mail: intern.office@uni-lj.si Tel.: 00 3861 2418592	http://www.uni-lj.si/international cooperation and exchange
I BENEVEN 05	Prof. PAOLO PALUMBO E-mail: p.palumbo@ssmlinternazionale.it	http://www.ssmlinternazionale.it/site/


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	Incoming: E-mail: intern.office@uni-lj.si Tel.: 00 3861 2418592	http://www.uni-lj.si/international cooperation and exchange
I BENEVEN 05	Prof. PAOLO PALUMBO E-mail: p.palumbo@ssmlinternazionale.it	http://www.ssmlinternazionale.it/site/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
SI LJUBLJA01	Prof. Roman Kuhar Dean of the Faculty by the Authorisation of the Rector	7.2.2019	
I BENEVEN 05	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	14.2.2019	