



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2020² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Czech University of Life Sciences Prague Faculty of Economics and Management	CZ PRAHA02	Kamýcká 129 165 21 Praha – Suchbátka Czech Republic Erasmus Institutional Coordinator Martina Vilimovská +420 224 38 20 71 vilimovska@rektorat.czu.cz Departmental Coordinator Dr. Vlastimil Černý, cerny@pef.czu.cz , +420 234 381 804	http://www.czu.cz ECTS Package/Course Catalogue: http://www.czu.cz/en/?r=4875
FACULTY OF INFORMATION STUDIES IN NOVO MESTO (Fakulteta za	SI NOVO-ME05	ERAMSUS+ coordinator: Full professor, Borut Rončević, PhD, erasmus@fis.unm.si Tel: 00386 737 37 884	http://www.fis.unm.si/en/study-at-fis/erasmus/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

informacijske študije v Novem mestu)			http://www.fis.unm.si/si/za-studente/mednarodne-izmenjave/
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B. Mobility numbers⁵ 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 *
SI NOVO-ME05	CZ PRAHA02	061	Information and Communication Technologies	1st, 2nd	2x5 months	Only by individual agreement
CZ PRAHA02	SI NOVO-ME05	061	Information and Communication Technologies	1st, 2nd	2x5 months	Only by individual 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.]

⁵ 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>)

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	CZ PRAHA02	0688	ICT- interdisciplinary programmes	2 staff, 1 week, minimum 8 teaching hours	1 staff 1 week
CZ PRAHA02	SI NOVO-ME05	0688	ICT- interdisciplinary programmes	2 staff, 1 week, minimum 8 teaching hours	2 staff 1 week

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA02	SI NOVO-ME05	Czech	English	B1 in English required	B2 in English recommended
SI NOVO-ME05	CZ PRAHA02	Slovenian	English	B1 in English required	B2 in English recommended

⁶ 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>

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

Infrastructure to welcome students and staff with disabilities at CZ PRAHA02:

<http://www.czu.cz/en/?r=4896> and <http://www.czu.cz/en/?r=4896>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PRAHA02	Registration on-line: 15 June Starting Classes: End of September	Registration on-line: 15 November Starting Classes: Mid-February
SI NOVO-ME05	10th May	10th November

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

2. Faculty of information studies will send its decision within [4] weeks. **PRAHA 02** will send its decision within 5 weeks.

3. A Transcript of Records will be issued by the Faculty of information studies 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

[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 2014 will only take effect as of 1 September 2014+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

Please find Faculty of information studies Grade Chart as following web link:

<http://www.fis.unm.si/en/study-at-fis/erasmus/>

CZ PRAHA02

Local grade 1 = A (ECTS grade) Local grade 2 = B (ECTS grade) Local grade 3 = D (ECTS grade) Local grade 4 = F (ECTS grade) Local "Zápočet" = Credited / Passed * = Student achievements in some subjects are not graded only "credited", where the student has attained a satisfactory level.
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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
CZ PRAHA02	Jitka Malaťáková +420 224 38 33 51 malatakova@rektorat.czu.cz	http://www.czu.cz/en/?r=957&i=1673 http://www.czu.cz/en/?r=1719
SI NOVO-ME05	erasmus@fis.unm.si	Ministry of foreign Affairs: http://www.mzz.gov.si/en/travel_and_visa_information/visa_information/

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
CZ PRAHA02	Jitka Malaťáková +420 224 38 33 51 malatakova@rektorat.czu.cz	http://www.czu.cz/en/?r=957&i=1673 http://www.czu.cz/en/?r=1719
SI NOVO-ME05	erasmus@fis.unm.si coris@coris.si	http://www.coris.si/si/860/Zavarovanja_za_tujce.aspx


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
CZ PRAHA02	Jitka Malaťáková +420 224 38 33 51 malatakova@rektorat.czu.cz	http://ww.kam.czu.cz
SI NOVO-ME05	erasmus@fis.unm.si situla@situla.si dsd-nm@guest.arnes.si ; natasa.kokol@guest.arnes.si	http://www.unm.si/si/novo-mesto/studentski-utrip/nastanitve/ http://www.situla.si

		http://www.dijaskidom.org/20_studentski.html
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
CZ PRAHA02	Doc. Karel Tomsik, Ph.D. - Vice-dean for International Relations	3-Feb- 15	
SI NOVO-ME05	Assoc. prof. dr. Nadja Damij, dean		

⁷ Scanned signatures are accepted