



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² **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 details⁴ (email, phone)	Website (eg. of the course catalogue)
Fakulteta za informacijske študije v Novem mestu (Faculty of Information Studies in Novo Mesto)	SI NOVO-ME05	<u>Institutional coordinator:</u> Full Professor, Borut Rončević, PhD., Institutional Erasmus Coordinator, erasmus@fis.unm.si	http://www.fis.unm.si/en/study-at-fis/erasmus/ http://www.fis.unm.si/si/za-

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.

		Tel: 00386 737 37 884	studente/mednarodne-izmenjave/
Veleučilište Velika Gorica University of Applied Sciences Velika Gorica Zagrebačka cesta 5, 10410 Velika Gorica, Croatia	HR ZAGREB08	Erasmus koordinator marina.crnko@vvg.hr erasmus@vvg.hr Tel: 385 1 7897 646	http://www.vvg.hr/medjunarodna-suradnja/

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
SI NOVO-ME05	HR ZAGREB08	061	Information and Communication Technologies	1st,2nd	1x10 months	
HR ZAGREB08	SI NOVO-ME05	061	Information and Communication Technologies	1st,2 nd	2x5 months	

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>)

[*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 *
SI NOVO-ME05	HR ZAGREB08	061	Information and Communication Technologies	1 person (7 days, min 8 teaching hours)	1 person (5 days)
HR ZAGREB08	SI NOVO-ME05	061	Information and Communication Technologies	1 person (5 days, min 8 teaching hours)	1 person (5 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

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>

SI NOVO-ME05		Slovenian	English	B2	B2
HR ZAGREB08		English	Croatian	B1	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

HR ZAGREB08

For admission to the Veleučilište Velika Gorica in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page:

<http://www.vvg.hr/medjunarodna-suradnja/incoming/application-process>

Veleučilište Velika Gorica welcomes 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 NOVO-ME05	10 th May	10 th November
HR ZAGREB08	June 20 - students from EU June 01 - students from non-EU countries	January 15 - students from EU December 15 - students from non-EU countries

[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.
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

SI NOVO-ME05

1. Grading systems of the institutions

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

HR ZAGREB08:

ECTS grade Mark	Grade and its Description In English/Croatian	Range (extent) of knowledge (%)	Numeric value
A	Excellent / Izvrstan (excellent results)	86 - 100	5
B	Very good / Vrlo dobar (results above average)	75 - 85,9	4
C	Good / Dobar (results on average)	65 - 74,9	3
D	Satisfactory / Dovoljan (acceptable result)	60 - 64,9	2
E	Sufficient / Dovoljan (results fulfilling the minimum requirements)	50 - 59,9	2
F	Insufficient / Nedovoljan (failed – further work required)	25 - 49,9	1
FX	Unsuccessful/Neuspješan (failed – no right to take final exam, must re-enroll in subject)	0 -24,9	1

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	http://www.mzz.gov.si/si/predstavnistva_po_svetu/evropa/
HR ZAGREB08	Erasmus Institutional Coordinator: Marina Črnko, lect.	http://www.studyincroatia.hr/living-in-croatia/student-residence-permit http://www.vvg.hr/medjunarodna-

	marina.crnko@vvg.hr +38517897646	suradnja/incoming/other-information
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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 coris@coris.si	http://www.coris.si/si/860/Zavarovanja_za_tujce.aspx
HR ZAGREB08	Erasmus Institutional Coordinator: Marina Črnko, lect. marina.crnko@vvg.hr +38517897646	http://www.studyincroatia.hr/living-in-croatia/health-care

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 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.djaskidom.org/20_studentski.ht

	<u>si</u>	<u>ml</u>
HR ZAGREB08	Erasmus Institutional Coordinator: Marina Črnko, lect. marina.crnko@vvg.hr +38517897646	http://www.studyincroatia.hr/living-in-croatia/accommodation http://www.vvg.hr/medjunarodna-suradnja/incoming/other-information

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
SI NOVO-ME05	Full professor Dejan Jelovac, PhD	22.5.2017	
HR ZAGREB08	Ivan Toth, PhD., sen.lect. Dean		

⁷ Scanned signatures are accepted

