



Erasmus+ Programme

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

Inter-institutional agreement 2015-2021¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
Waterford Institute of Technology (WIT)	IRLWATERF001	Ms Sonya Walsh Exchange Coordinator scwalsh@wit.ie Tel +353 51 845506	www.wit.ie/exchanges
Fakulteta za informacijske študije v Novem mestu (Faculty of Information Studies in Novo Mesto)	SI NOVO-ME05	<u>Institutional coordinator:</u> Assistente Professor, Matej Mertik, PhD., Institutional Erasmus Coordinator,	http://www.fis.unm.si/si/za-studente/mednarodne-izmenjave/

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		erasmus@fis.unm.si	
		Tel: 00386 737 37884	

B. Mobility numbers per 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]	Student Mobility for Traineeships *
SI NOVO-ME05	IRLWATERF001	481	Computer science	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	/
IRLWATERF001	SI NOVO-ME05	481	Computer science	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	/

* 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 NOVO-ME05	IRLWATERF001	481	Computer science	10 days (2 person x 5 days)	
IRLWATERF001	SI NOVO-ME05	481	Computer science	10 days (2 person x 5 days)	

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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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
IRLWATERF001		English	English	B2	B2
SI NOVO-ME05		English	Slovenian	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

Waterford IT:

Students with a disability (sensory/physical) need to provide Evidence from an appropriately qualified Consultant as to the type of disability and the limitations experienced as a result of the disability.

Students with a learning difficulty, for example, dyslexia/specific learning difficulty need to provide Evidence from an appropriately qualified Psychologist – a Psycho-Educational Assessment (the full Assessment is required).

All documentation/Evidence of Disability or Evidence of a Learning Difficulty must be provided in English and in a timely manner. The documentation is required in order to avail of appropriate/available supports through the Disability Office at Waterford Institute of Technology.

E. Calendar

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

³ 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
IRLWATERF001	31 st May	17 th October
SI NOVO-ME05	10 th May	10 th November

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

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 NOVO ME05:

Each course is valued with ECTS - European Credit Transfer System. 1 ECTS credit is equivalent of approx. 30 working hours. Credits are awarded only when the course has been completed and all required examinations have been successfully taken. Examinations are valued with the Slovenian national grading scale that consists of five grades with numerical equivalents:

- 10 = excellent (highest grade)
- 9 = very good, with minor mistakes
- 8 = very good, sound knowledge
- 7 = good
- 6 = sufficient (minimum pass grade)
- 5-1 = insufficient

A. GRADING STRUCTURE FOR ERASMUS STUDENTS AT WATERFORD INSTITUTE OF TECHNOLOGY ARE AS FOLLOWS:

Over 70%: 1st Class Honours/Distinction - translates into ECTS A

60% - 69%: 2.1 Class Honours/Merit 1 - translates into ECTS B

50% – 59%: 2.2 Class Honours/Merit 2 - translates into ECTS C

40% - 49%: Pass - translates into ECTS D

0 – 39%: Fail, no credits awarded – translates into ECTS F

I – Deferral of subject

AB – Absent from Exam

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
IRLWATERF 001	scwalsh@wit.ie	www.wit.ie/exchanges
SI NOVO- ME05	erasmus@fis.unm.si croemb.slovenia@mvep .hr	http://www.mzz.gov.si/si/predstavnistva_po_svetu/evropa/hrvaska/

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
IRLWATERF 001	scwalsh@wit.ie	www.odon.ie/wit
SI NOVO- ME05	erasmus@fis.unm.si coris@coris.si	http://www.coris.si/si/860/Zavarovanja_za_tu_jce.aspx

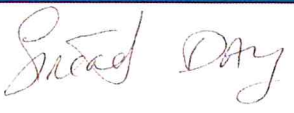
4. Housing

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
IRLWATERF 001	scwalsh@wit.ie	Riverwalk Student Apartments www.riverwalkwaterford.com info@riverwalkwaterford.com
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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
IRLWATERF001	Ms Sinead Day International Affairs Manager	16/12/2014	
SI NOVO-ME05	Associate Professor. Nadja Damij, PhD., Dean		



** According to the Article 21 of the Statute, University of Zagreb, in the 15th 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*

⁴ Scanned signatures are accepted