

Bilateral Agreement for Academic Year 2014/15 – 2020/2021 ERASMUS+



A. Institutions

Name of the institution	Erasmus code	Contact details	Website
UNIVERSITY OF EDINBURGH	UK EDINBUR01	Signe Olander Erasmus.outgoing@ed.ac.uk Erasmus Officer Departmental Contact: Andrew Ranicki Andrew.ranicki@ed.ac.uk	http://www.ed.ac.uk/schools-departments/international-office/exchanges/home
Fakulteta za informacijske študije v Novem mestu, Slovenia	SI NOVO-ME05	Dr. Matej Mertik matej.mertik@fis.unm.si	http://www.fis.unm.si

The institutions named above 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.

B. Mobility numbers per academic year

Each year, the activities included in this contract may be reviewed and either party has the right to amend the arrangements of the agreement, giving a minimum of 9 months' notice.

FROM	TO	Subject area code	Subject area name	Exchange cycle	Number of staff mobility periods
					Staff Mobility for Teaching
UK EDINBUR01	SI NOVO-ME05	461	Mathematics		1,00 week/8 Hours 1 person
SI NOVO-ME05	UK EDINBUR01	461	Mathematics	15 – 18.9.2014	1,00 week 1 person (Prof. Janez Povh)

C. Required 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	Subject area (optional)	Language of instruction 1	Language of instruction 2	Required language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
UK EDINBUR01		English		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

Receiving institution	Information about any additional requirements
UK EDINBUR01	http://www.ed.ac.uk/studying/visiting-exchange/erasmus

E. Calendar

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

Receiving institution	Autumn term	Spring term
UK EDINBUR01	Nomination deadline: 1 st April Application deadline: 1 st July	Nomination deadline: 1 st October Application deadline: 1 st November

2. The receiving institution will endeavour to send its decision within 5 weeks.

3. A Transcript of Records will normally be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI. Lead times may vary depending on assessment dates and internal arrangements at each institution.

4. Termination of the agreement

This contract may be reviewed and either party has the right to terminate the agreement, giving a minimum of 9 months' notice. If either party fails to retain their Erasmus Charter for Higher Education, the agreement will become null and void immediately. 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

Receiving institution	Information about credits and grades
UK EDINBUR01	http://www.ed.ac.uk/studying/visiting-exchange/erasmus/credits-transcripts

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	Contact details (email, phone)	Website for information
UK EDINBUR01	http://www.ed.ac.uk/staff-students/new-students/faqs/ask-a-question	http://www.ed.ac.uk/staff-students/new-students/visas/need-a-visa

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	Contact details (email, phone)	Website for information
UK EDINBUR01	http://www.ed.ac.uk/studying/visiting-exchange/contacts	http://www.ed.ac.uk/staff-students/students/new-students/health-insurance

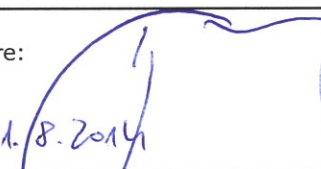
4. Housing

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	Contact details (email, phone)	Website for information
UK EDINBUR01	http://www.ed.ac.uk/schools-departments/accommodation-services/about/contacts	http://www.ed.ac.uk/schools-departments/accommodation-services/new-prospective/visiting-exchange

G. Signatures of the Institutions (legal representatives)

Signatures of the authorised representatives of both institutions	
Name of Institution: UK EDINBUR01 – University of Edinburgh	Name of Institution: SI NOVO-ME05 - Fakulteta za informacijske študije v Novem mestu, Slovenia
Name and status of representative: Isabell Majewsky, Head of Go Abroad and Director of Summer School, International Office	Name and status of representative: <i>dean</i> <i>izr. prof. dr. Janez Puh, PhD</i>
Signature:	Signature: 
Date:	Date: <i>11. 8. 2014</i>

