

Fakulteta za  
informatijske študije  
Faculty of information studies

# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 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 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 (email, phone)	Website (eg. of the course catalogue)
FACULTY OF INFORMATION STUDIES IN NOVO MESTO  (Fakulteta za informacijske študije v Novem mestu)	SI NOVO-ME05	ERAMSUS+ coordinator: Assistant Professor, Matej Mertik PhD, <a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a>  Tel: 00386 737 37 884	<a href="http://www.fis.unm.si/en/study-at-fis/erasmus/">http://www.fis.unm.si/en/study-at-fis/erasmus/</a>  <a href="http://www.fis.unm.si/si/za-studente/mednarodne-izmenjave/">http://www.fis.unm.si/si/za-studente/mednarodne-izmenjave/</a>
Klaipeda State University of Applied Sciences	LT KLAIPED09	<b>Institutional coordinator:</b> Mrs Jurate Danieliene Head of International Relations Department  Phone: +370 630 07720  E-mail: <a href="mailto:j.danieliene@kvk.lt">j.danieliene@kvk.lt</a>	<a href="http://www.kvk.lt/index.php/lt/klaipeda-state-college">http://www.kvk.lt/index.php/lt/klaipeda-state-college</a>

#### B. Mobility numbers per 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 November in the preceding academic year.

FROM	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
SI NOVO-ME05	LT KLAIPED09			1 <sup>st</sup>	2x5 moths (10 total)	2x 3 months
LT KLAIPED09	SI NOVO-ME05	0688	ICT- inter-disciplinary programmes	1 <sup>st</sup>	2x5 moths (10 total)	2x 3 months

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
SI NOVO-ME05	LT KLAIPED09			1 [7 days]	1
LT KLAIPED09	SI NOVO-ME05	0688	ICT- inter-disciplinary programmes	1 [7 days]	1

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LT KLAIPED09		Lithuanian	English	B1	B2
SI NOVO-ME05		Slovenian	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].

## D. Additional requirements

### Klaipeda State University of Applied Sciences:

Enrolment only if up to 30 ECTS per semester.

Our ESN (Erasmus Student Network) mentors help all the incoming students to adapt at the University and daily life, and arrange various events.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LT KLAIPED09	June	November
SI NOVO-ME05	10 <sup>th</sup> May	10 <sup>th</sup> November

2. **Klaipeda State University of Applied Sciences:** after students are nominated by their home university, they are obliged to send to the International Relations Department: a filled-in Application Form, the Learning Agreement, the Transcript of Records (if required by a faculty). After having received the paper application (printed online application) the letter of acceptance will be send within a max. of 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement: **30<sup>th</sup> September2021**

*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. 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

### Grading system at Klaipeda State University of Applied Sciences

Local grade	ECTS grade
10 (excellent)	A
9 (very good)	B
8 (good)	C
7 (highly satisfactory)	D
6 (satisfactory);	E
5 (sufficient)	

4-1 (fail)	F
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### Grading system at Faculty of information studies in Novo mesto

Grade:

- 0 - great depth of knowledge but with minor errors
- 9 - well above the average standard but with some errors
- 8 - Very good sound knowledge
- 7 - good skills , but with minor errors
- 6 - sufficient knowledge meets the minimum criteria
- 5-1 - insufficient knowledge does not meet the minimum requirements

#### 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
LT KLAIPED09	<b>Ingrida Mazeikaite</b> Specialist of International Relations Department Tel: +370 630 07736 E-mail: i.mazeikaite@kvk.lt	<a href="http://www.kvk.lt/index.php/lt/international-relations-department-menu">http://www.kvk.lt/index.php/lt/international-relations-department-menu</a>
SI NOVO-ME05	<a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a>	<a href="http://www.mzz.gov.si/si/predstavništva_po_svetu/evropa/">http://www.mzz.gov.si/si/predstavništva_po_svetu/evropa/</a>

#### 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
LT KLAIPED09	<b>Ingrida Mazeikaite</b> Specialist of International Relations Department Tel: +370 630 07736 E-mail: i.mazeikaite@kvk.lt	<a href="http://www.kvk.lt/index.php/lt/international-relations-department-menu">http://www.kvk.lt/index.php/lt/international-relations-department-menu</a>
SI NOVO-ME05	<a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a> <a href="mailto:coris@coris.si">coris@coris.si</a>	<a href="http://www.coris.si/si/860/Zavarovanja_za_tujce.aspx">http://www.coris.si/si/860/Zavarovanja_za_tujce.aspx</a>



#### 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
LT KLAIPED09	<b>Ingrida Mazeikaite</b> Specialist of International Relations Department Tel: +370 630 07736 E-mail: i.mazeikaite@kvk.lt	<a href="http://www.kvk.lt/index.php/lt/international-relations-department-menu">http://www.kvk.lt/index.php/lt/international-relations-department-menu</a>
SI NOVO-ME05	<a href="mailto:erasmus@fis.unm.si">erasmus@fis.unm.si</a> <a href="mailto:situla@situla.si">situla@situla.si</a> <a href="mailto:dsd-nm@guest.arnes.si">dsd-nm@guest.arnes.si</a> ; <a href="mailto:natasa.kokol@guest.arnes.si">natasa.kokol@guest.arnes.si</a>	<a href="http://www.unm.si/si/novo-mesto/studentski-utrip/nastanitve/">http://www.unm.si/si/novo-mesto/studentski-utrip/nastanitve/</a> <a href="http://www.situla.si">http://www.situla.si</a> <a href="http://www.dijaskidom.org/20_studentski.html">http://www.dijaskidom.org/20_studentski.html</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
LT KLAIPED09	<b>Gražina Markvaldienė</b> Director	2014-11-26	
SI NOVO-ME05	Associate Professor Nadja Damij, PhD., Dean	19.11.2014	



<sup>1</sup>Scanned signatures are accepted