



Erasmus+ Programme

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

Inter-institutional¹ agreement 2022-2025 between institutions from Programme and Third countries not associated to the Programme (KA171)

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
<p>UNIVERSITY OF LJUBLJANA</p> <p>Address: Kongresni trg 12 1000 Ljubljana Slovenia</p> <p>OID code: E10209243</p> <p>PIC code: 999923240</p>	SI LJUBLJA01	<p>Mr. Aljoša Belcijan Office of International Relations</p> <p>Mrs. Bibi Ovaska, Head, Central Office of International Relations</p> <p>Departmental Coordinator/Faculty of Sport: Assist. Prof. Jožef Križaj, PhD</p>	<p>Tel.: +386 1 2418 543 E-mail: Aljosa.belcijan@uni-lj.si</p> <p>Tel: +386 1 2418 594 Email: Student.office@uni-lj.si</p> <p>jozef.krizaj@fsp.uni-lj.si</p>	<p>http://www.uni-lj.si/international_cooperation_and_exchange/</p> <p>https://www.uni-lj.si/international_cooperation_and_exchange/erasmus_plus_international_credit_mobility/</p> <p>Faculty website: https://www.fsp.uni-lj.si/</p>
<p>KAMIANETS-PODILSKYI IVAN OHIENKO NATIONAL UNIVERSITY</p> <p>Address: 61, Ohienko str. 32302 Kamianets-Podilskyi Ukraine</p> <p>OID code: E10145130</p> <p>PIC code: 908794650</p>	KAMIANETS-PODILSKYI	<p>Mrs. Tetiana Storchova Head of the Office for International Cooperation</p> <p>Mrs. Oleksandra Shamarina Academic Mobility Officer</p>	<p>Tel.: +38 03849 38843 Email: inter_office@kpnu.edu.ua storchova.tetyana@kpnu.edu.ua</p> <p>Tel.: +38 03849 38843 Email: shamarina@kpnu.edu.ua</p>	<p>Faculty website: https://eng.kpnu.edu.ua/</p>

B. Mobility numbers⁶ per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

FROM	TO ⁷	Subject area	Study cycle [short]	Number of student mobility periods
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⁵ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

⁶ 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>

[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	code * [ISCED 2013]	Subject area name *	cycle, 1 st , 2 nd or 3 rd *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [total number of months of the study periods or average duration*]
SI LJUBLJA01	KAMIANETS-PODILSKYI	1014	Sport Science	-	-	-
KAMIANETS-PODILSKYI	SI LJUBLJA01	1014	Sport Science, Physical education	2 nd cycle	Duration of maximum 6 months, has to be clarified	2 students

[*Optional: subject 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 organization 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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training * [total number of days of the teaching periods or average duration*]
SI LJUBLJA01	KAMIANETS-PODILSKYI	-	-	-	-
KAMIANETS-PODILSKYI	SI LJUBLJA01	Sport Science, Physical education	Sport Science, Physical education, Sports medicine and rehabilitation	-	2 mobilities up to 2 months (maximum 60 days each mobility)

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 skills⁷ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language Language of instruction	Additional language Language of instruction	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution: <https://www.uni-lj.si/study/eng/> and

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁹ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/basic_information/

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of mobility, to incoming students for tuition,

⁷ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁹ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organizational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

1. Partners' responsibilities

Each partner shall publish a call for applications for all the agreed mobility in due time and will create ranking list of candidates applying for the mobility.

In this way there will be a list of selected candidates and a waiting list for which eventual drop outs can be filled in line with ranking.

Partner institutions will share both lists for transparency and updating reasons.

Each selected candidate shall receive an Acceptance letter (students) or Invitation letter (staff) in accordance to part F, point 2 of this agreement.

After the selection procedure each receiving institution will provide information on application procedure, visa, housing, insurance to incoming students and staff.

The online application for obtaining the mobility grant and financial management of the mobility will be provided by the University of Ljubljana for outbound and incoming selected candidates according to EU and national rules.

2. Selection criteria for students

Selection of students and staff shall be carried out by their home institutions in a just and transparent manner by obeying the following criteria:

1. **Academic merit**
2. **Motivation** – students shall write a motivation letter in English
3. **Language capacity** – a good command of English, at least B2 level
4. **Level of study** – students of a higher year of study shall have priority.

3. Selection criteria for staff

1. **Academic/professional merit**
2. **Motivation**
3. **Language and sustainability**

4. Financial conditions

The financial framework of the mobility is set by the general financial rules of the Erasmus+ programme. In addition, national rules must be respected.

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organization or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as

local students for costs such as insurance, student unions and the use of miscellaneous material.

5. Inclusion and Accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code or city]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
SI LJUBLJA01	- Reduced mobility - Hearing impairments - Visual impairments - ...		Aljosa.belcijan@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange
KAMIANETS- PODILSKYI			Oleksandra Shamarina shamarina@kpn u.edu.ua	https://eng.kpnu.edu.ua/

F. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

1. Information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]

SI LJUBLJA01	30 April (students and staff)	30 October (students and staff)

2. Application deadline for exchange (Learning Agreement, ...)

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
SI LJUBLJA01	15 May (students and staff)	15 November (students and staff)

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

2. The receiving institution will send Acceptance/Invitation letter within **5 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 is needed and started activities have to be finished in line with eventually signed documents. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*¹⁰.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

1. Grading systems of the institutions

SI LJUBLJA01:

Grade	Description	Percentage
10	excellent	91 % - 100 %
9	very good	81 % - 90 %
8	very good	71 % - 80 %
7	good	61 % - 70 %
6	sufficient	51 % - 60 %
1 to 5	fail	less than 51 %

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

http://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/incoming_students/

Partner university:

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 or city]	Contact details (e-mail, phone)	Website for information
SI LJUBLJA01	Tel.: +386 1 2418 543 E-mail: Aljosa.belcijan@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/international_credit_mobility/visa_and_residence_permit/
KAMIANETS-PODILSKYI	Tel.: +38 03849 38843 Email: shamarina@kpnu.edu.ua	https://eng.kpnu.edu.ua/

3. Insurance

The participant shall have adequate insurance coverage. University of Ljubljana is responsible for providing the insurance to the participants, which is valid in Slovenia/EU for the whole period of the mobility.

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
SI LJUBLJA01	Tel.: +386 1 2418 543 E-mail: Aljosa.belcijan@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/international_credit_mobility/financing/
KAMIANETS-PODILSKYI	Tel.: +38 03849 38843 Email: shamarina@kpnu.edu.ua	https://eng.kpnu.edu.ua/

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 or city]	Contact details (e-mail, phone)	Website for information
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SI LJUBLJA01	Tel. : +386 1 2418 592 E-mail : intern.office@uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/international_credit_mobility/accommodation/
KAMIANETS-PODILSKYI	Tel.: +38 03849 38843 Email: shamarina@kpnu.edu.ua	https://eng.kpnu.edu.ua/

5. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organizations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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]
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
SI LJUBLJA01	Prof. dr. Gregor Majdič, rector	01-02-2023	
KAMIANETS-PODILSKYI	Prof. Serhii Kopylov, rector	6.02.23	