



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> 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	Erasmus code	Contact details	Website
<b>Instituto Politécnico de Castelo Branco</b>	<b>P CASTELO01</b>	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. <sup>a</sup> Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>
UNIVERZA V LJUBLJANI, Faculty of Natural Sciences and Engineering, Textile Department	SI LJUBLJA01	Mrs. Marija Jenko <b>Departmental Coordinator for Textile and Fashion Design</b> Faculty of Natural Sciences and Engineering Department of Textiles Aškerčeva 12	<a href="http://www.uni-lj.si">www.uni-lj.si</a>  /international_cooperation_and_exchange/contracts

		<p>SI-1000 Ljubljana Slovenia Phone: + 386 1 200 32 49 Fax: +386 1 200 32 70 E- mail: <a href="mailto:marija.jenko@ntf.uni-lj.si">marija.jenko@ntf.uni-lj.si</a></p> <p>Ms. Klementina Možina, PhD <b>Departmental Coordinator for Information and Graphic Arts Technology</b> Faculty of Natural Sciences and Engineering Department of Textiles Aškerčeva 12 SI-1000 Ljubljana Slovenia Phone: + 386 1 200 32 42 Fax: +386 1 200 32 70 E- mail: <a href="mailto:klementina.mozina@ntf.uni-lj.si">klementina.mozina@ntf.uni-lj.si</a></p> <p>Ms. Mateja KERT, Ph.D. <b>Faculty Coordinator</b> Faculty of Natural Sciences and Engineering Askerceva cesta 12 SI-1000 Ljubljana Slovenia Phone: + 386 1 200 32 34 Fax: + 386 1 200 32 70 E- mail: <a href="mailto:mateja.kert@ntf.uni-lj.si">mateja.kert@ntf.uni-lj.si</a></p> <p>Ms. Katja CERJAK <b>Institutional Coordinator</b> University of Ljubljana Kongresni trg 12 SI-1000 Ljubljana Slovenia Phone: +386 1 241 85 90, Fax: + 386 1 241 85 93 E-mail: <a href="mailto:katja.cerjak@uni-lj.si">katja.cerjak@uni-lj.si</a></p>	<p><a href="http://www.ntf.uni-lj.si">www.ntf.uni-lj.si</a></p>

## B. Mobility numbers<sup>2</sup> 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 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of students/months of the study periods or average duration*]	Student Mobility for Traineeships *
SI JUBLJA01	P CASTELO01	021 (0212, 0211)	Textile, Fashion and Graphic Design	1, 2	2/10	
P CASTELO01	SI JUBLJA01	021 (0212, 0211)	Textile, Fashion and Graphic Design	1, 2	2/10	

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 staff/days of teaching periods or average duration *]	Staff Mobility for Training *
SI JUBLJA01	P CASTELO01	021 (0212, 0211)	Textile, Fashion and Graphic Design	2/10	1/5
P CASTELO01	SI JUBLJA01	021 (0212, 0211)	Textile, Fashion and Graphic Design	2/10	1/5

### 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P CASTELO01	All	Portuguese	English	B1	B2
SI LJUBLJA01	021 (0212, 0211)	Slovene	English	English: B2	English: 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

#### Estonian Academy of Arts:

Selection of exchange students is based on portfolio assessment. The decision about acceptance is made by the EAA department committee and announced at least a month after the application deadline.

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
SI LJUBLJA01	15 <sup>th</sup> of May (autumn semester)	30 <sup>th</sup> of November

<sup>3</sup> 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>

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

*[In the event of unilateral termination, a notice of at least one academic year should be given. 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

**P CASTELO01:** ECTS credits and scale:

*The Portuguese grading scale is from 0 to 20.*

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 – Excellent

### **The Faculty of Natural Sciences and Engineering**

NTF uses the **ECTS credit system**.

The symbols of **course unit duration:** **(Y)** 1 full year academic year and **(S)** 1 semester.

In addition to ECTS, NTF uses the **local numeral grade** system as following:

**(10)** Excellent, **(9)** Excellent Minus, **(8)** Very Good, **(7)** Very Good Minus, **(6)** Good and **(5)** Fail, **(R)** Satisfactory Completion of Course – No Grade.

### 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]	Website for information
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 <a href="mailto:del.cbranco@sef.pt">del.cbranco@sef.pt</a>
SI LJUBLJA01	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

	<p>Erasmus Charter for Higher Education.</p> <p>Information and assistance can be provided by the following contact points and information sources: <a href="http://www.uni-lj.si">www.uni-lj.si</a></p> <p>Incoming students: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Phone: ++ 386 1 241 85 92</p> <p>Outgoing students: <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> Phone: ++ 386 1 241 85 94</p>
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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]	Website for information
P CASTELO01	<p>European Commission (Employment, Social Affairs &amp; Inclusion) European Health Insurance Card <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> <a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a></p>
SI LJUBLJA01	<p>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.</p> <p>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: <a href="http://www.uni-lj.si">www.uni-lj.si</a></p> <p>Incoming students: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Phone: ++ 386 1 241 85 92</p> <p>Outgoing students: <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> Phone: ++ 386 1 241 85 94</p>

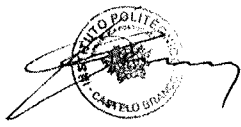
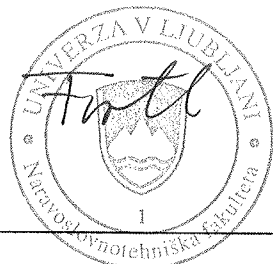
### **4. Housing**

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]	Website for information
P CASTELO01	<p>Paula Ribeiro gri@ipcb.pt Ph.: +351 272 339 625 <a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a></p>
SI LJUBLJA01	<p>The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.</p> <p>Information and assistance can be provided by the following persons and information sources:</p> <p>Incoming students: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Phone: ++ 386 1 24185 92</p>

#### G. SIGNATURES OF THE INSTITUTIONS

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
P CASTELO01	<p>Prof. Dr. José Carlos Gonçalves Vice-President</p>	14/03/2014	
SI LJUBLJA01	<p>Prof. dr. Petra Eva Forte Tavčer Dean of the Faculty of Natural Sciences and Engineering</p>	23 April 2014	

<sup>4</sup> Scanned signatures are accepted