

Erasmus+ Programme

Inter-institutional agreement 2014/15-2020/21

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	University of Ljubljana, Faculty of Electrical Engineering
Erasmus Code	SI LJUBLJA01
ECHE	
Institution website	http://www.fe.uni-lj.si/en/ , and http://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/incoming_students/
Online course catalogue	http://www.fe.uni-lj.si/educational_process/information_for_foreign_students/general_information/

1.2. Main contacts

Contact person	Katja Cerjak
Responsibility	Institutional coordinator University of Ljubljana
Contact details	Tel : + 386 1 241590 Fax : + 386 1 241593

Contact person	Boštjan Murovec
Responsibility	Faculty coordinator
Contact details	Tel : +386 1 4768 265 bostjan.murovec@fe.uni-lj.si

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies		English	B1
Staff Mobility for Teaching		English	B1

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

2.2. Additional requirements

University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.

2.3. Calendar

2.3.1.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	15 May
Spring term	15 November

2.3.1.2. Decision Response

We will send our decision within (5) weeks.

2.3.1.3. Transcripts of Records

A Transcript of Records will be issued no later than [5] weeks after the assessment period has finished at our institution. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

2.3.1.4. Termination of Agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

3. Additional information

3.1. Grading system

SILJUBLJA01: http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/

Legenda

from	90%	to	100%	10
from	80%	to	90%	9
from	70%	to	80%	8
from	60%	to	70%	7
from	50%	to	60%	6
below	50%			5 to 1

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	University of Ljubljana
Responsibility	
Contact details	<i>Incoming:</i> <i>intern.office@uni-lj.si</i> <i>Tel: 00 3861 2418592</i>
Website	<i>Incoming:</i> <i>intern.office@uni-lj.si</i> <i>Tel: 00 3861 2418592</i>

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	University of Ljubljana
Responsibility	
Contact details	<i>Incoming:</i> <i>intern.office@uni-lj.si</i> <i>Tel: 00 3861 2418592</i>
Website	<i>Incoming:</i> <i>intern.office@uni-lj.si</i> <i>Tel: 00 3861 2418592</i>

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	University of Ljubljana
Responsibility	
Contact details	<i>Incoming:</i> <i>intern.office@uni-lj.si</i> <i>Tel: 00 3861 2418592</i>
Website	<i>Incoming:</i> <i>intern.office@uni-lj.si</i> <i>Tel: 00 3861 2418592</i>