# Erasmus+ Programme

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

## Inter-institutional agreement 2014/15-2016/17
### 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 and address<br><br>(and department, where relevant) | Contact details<br><br>(email, phone) | Website<br><br>(eg. of the course catalogue) |
|---|---|---|
| UNIVERSITY OF MARIBOR<br>**SI MARIBOR01**<br>Slomškov trg 15, 2000 Maribor, Slovenia<br><br>**Faculty of Criminal Justice and Security**<br>Kotnikova 8, Ljubljana, Slovenia | Dr. Andrej Sotlar<br>Faculty of Criminal Justice and Security<br>Kotnikova 8, Ljubljana, Slovenia<br>andrej.sotlar@fvv.uni-mb.si<br>Tel: +386 1 300 83 32<br>Fax: +386 1 230 26 87 | http://www.fvv.uni-mb.si/en/international-cooperation.aspx |
| UNIVERSITY COLLEGE LONDON<br>**UK LONDON029**<br><br><br>**Department of Security and Crime Science** | Ms Helen Murray, Institutional Erasmus Coordinator<br>Office for International Affairs<br>University College London<br>Gower Street<br>London, WC1E 6BT<br>(erasmus@ucl.ac.uk)<br>+44 (0)20 7679 1071<br><br>Administrative Contact:<br>Kati Carter<br>k.carter@ucl.ac.uk<br>+ 44 (0)20 3108 3112 | course catalogue:<br><br>http://www.ucl.ac.uk/saq<br><br><br><br><br>http://www.ucl.ac.uk/scs |

## B. Mobility numbers[1] per 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, 1st , 2nd or 3rd] * | Number of student mobility periods | |
|---|---|---|---|---|---|---|
| | | | | | Student Mobility for Studies [total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
| SI MARIBOR01 | UK LONDON029 | 38 | Law | 2nd, 3rd | 3x5 (15 months) (3 students) | 0 |
| | | 48 | Computing | | | |
| | | 86 | Security services | | | |
| UK LONDON029 | SI MARIBOR01 | 38 | Law | 2nd, 3rd | 3x5 (15 months) (3 students) | 0 |
| | | 48 | Computing | | | |
| | | 86 | Security services | | | |

| 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 days of teaching periods or average duration *] | Staff Mobility for Training * |
| SI MARIBOR01 | UK LONDON029 | 38 | Law | 2x5 (10 days) (2 staff) | 1x5 (5 days) (1staff) |
| | | 48 | Computing | | |
| | | 86 | Security services | | |
| UK LONDON029 | SI MARIBOR01 | 38 | Law | 2x5 (10 days) (2 staff) | 1x5 (5 days) (1staff) |
| | | 48 | Computing | | |
| | | 86 | Security services | | |

---

[1] 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)*

## 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 instruc-tion 1 | Language of instruc-tion 2 | Recommended language of instruction level[2] | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies | Staff Mobility for Teaching |
| SI MARIBOR01 | | ENGLISH | | B1 | B2 |
| UK LONDON029 | | English | | See below | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

Further information on UCL's recommended English language skills for students see:
http://www.ucl.ac.uk/prospective-students/international/affiliate/erasmus/

## D. Additional requirements

For admission to the **University of Maribor** in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: http://www.um.si/en/international/erasmus/Pages/Application-procedure-for-Erasmus-students-.aspx


**UNIVERSITY COLLEGE LONDON**

UCL welcomes students and staff member with disabilities.  In order to identify whether any special provisions need to be made for students, see www.ucl.ac.uk/disability.  Staff should refer to contact www.ucl.ac.uk/hr/equalities/disability/index.php.

Applications to study at UCL should be submitted via:
www.ucl.ac.uk/prospective-students/study-abroad-guide/application-study/how-to-apply

---

[2] 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

### E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|---|---|
| SI MARIBOR01 | July 1 – students from EU<br><br>June 1 - students from non-EU countries | December 1– students from EU<br><br>November 1 – students from non-EU countries |
| UK LONDON029 | 31 March | 30 September |

2. SI MARIBOR0: The University of Maribor will send its decision within **3** weeks.  UK LONDON029: UCL aims to send its decision within **4** weeks of receiving all application materials.

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. (UCL endeavours to meet this target, however it may not always be possible). See www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts.   *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the 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."]*

### F.  Information

#### 1. Grading systems of the institutions

The ECTS users' guide of **University of Maribor** is published at the following web page: http://www.um.si/en/international/erasmus/Pages/ECTS-users-guide.aspx

**UNIVERSITY COLLEGE LONDON**

For information on transcripts and grading see:
http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/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 [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| SI MARIBOR01 | Uroš Kline<br>erasmus@um.si<br>tel.: +386 2 23 55 342 | http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx |
| UK LONDON029 | internationalsupport@ucl.ac.uk<br>+44 (0)20 8103 4043<br>studentvisa@ucl.ac.uk | www.ucl.ac.uk/iss/immigration-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 [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| SI MARIBOR01 | Uroš Kline<br>erasmus@um.si<br>tel.: +386 2 23 55 342 | http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx |
| UK LONDON029 | internationalsupport@ucl.ac.uk<br>+44 (0)20 8103 4043 | www.ucl.ac.uk/iss/before-you-arrive/health |

## 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 |
|---|---|---|
| SI MARIBOR01 | Uroš Kline<br>erasmus@um.si<br>tel.: +386 2 23 55 342 | http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx |
| UK LONDON029 | UCL Student Residences<br><br>+44(0)20 7679 6322<br><br>residences@ucl.ac.uk | www.ucl.ac.uk/prospective-students/accommodation |

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

| Institution [Erasmus code] | Name, function | Date | Signature |
|---|---|---|---|
| SI MARIBOR01 | Prof. dr. Danijel Rebolj, Rector | | |
| UK LONDON029 | Professor Anthony Smith Vice-Provost (Education and International) | 05/02/2014 | |