

# MY EXCHANGE APPLICATION WAS ACCEPTED.

## What's next?



UP FAMNIT International Office  
14.5.2020

## Congrats!

Your exchange application was approved. You can start looking forward to new challenges, experiences, meeting people, getting familiar with new cultures and foremost, living in an entirely new environment. A study says that a 6 month mobility period has the potential to influence a person as much as 4 years of routine life.

A mobility period during the time of your studies improves your chances for employment after graduation and awakens your international spirit.



UP FAMNIT students have a choice to shape their mobility as a study exchange or a traineeship. The most common mobility, offering the widest range of choice, is Erasmus+. Besides of this program, exchanges can be arranged through the CEEPUS program, bilateral scholarships and others.

For your convenience during the mobility preparation period, we have put together some guidelines to make your exchange successful – what you need to do before departure as well as what you should not forget when completing your exchange.



## Contents:

<b>BEFORE DEPARTURE</b> .....	3
<b>1. NOMINATION</b> .....	3
<b>2. LEARNING AGREEMENT</b> .....	3
<b>STUDY EXCHANGE</b> .....	3
<b>TRAINEESHIP</b> .....	4
<b>3. RECOGNITION OF OBLIGATIONS</b> .....	5
<b>STUDY EXCHANGE</b> .....	5
<b>TRAINEESHIP</b> .....	6
<b>4. FINANCIAL AGREEMENT</b> .....	6
<b>RETURNING FROM YOUR EXCHANGE</b> .....	7
<b>1. CERTIFICATE OF STAY</b> .....	7
<b>2. TRANSCRIPT OF RECORDS</b> .....	7
<b>3. RECOGNITION</b> .....	7
<b>USEFUL CONTACTS</b> .....	8
<b>UP FAMNIT INTERNATIONAL OFFICE</b> .....	8
<b>STUDENT SERVICES</b> .....	8







http://www.upr.si

When selecting your desired courses, it is important that you **coordinate with the Professor that teaches the course** (in the case of compulsory courses) **or with the Study Program Coordinator** (in the case of elective courses) **at UP FAMNIT!** These persons are the ones who will be handling the recognition of your courses upon your return from the exchange. You can find more info on this topic in point 3. RECOGNITION. **The Learning Agreement must be signed by the Program Coordinator of your study program.**

**PROŠNJA ZA SKLENITEV IN SPREMEMBE UČNEGA SPORAZUMA  
ZA ŠTUDIJSKO IZMENJAVO PO PROGRAMU ERASMUS**

Potrjen obrazec Prošnja za sklenitev in spremembe učnega sporazuma za študijsko izmenjavo po programu Erasmus je pogoj za podpis Učnega sporazuma za študenta, ki se želi vključiti v program mednarodne izmenjave. Študent v sodelovanju s koordinatorjem študijskega programa izpolni obrazec, pridobi podpis in nosilcev obveznih predmetov (če je to potrebno) in nato obrazec odda v Referat za študente UP FAMNIT.

**PODATKI O ŠTUDENTU:**  
Ime in priimek študenta: \_\_\_\_\_, vpisna številka: \_\_\_\_\_,  
študijski program (navedite ime in stopnjo študijskega programa): \_\_\_\_\_  
letnik študija: \_\_\_\_\_, vrsta vpisa (izberite): prvič / ponovno.

**PODATKI O NAČRTOVANI IZMENJAVI:**  
Obdobje načrtovane izmenjave v tujini:  
Študijsko leto: \_\_\_\_\_, predvidoma od (navedite datum) \_\_\_\_\_ do \_\_\_\_\_  
Gostujoča institucija (navedite ime univerze in države, v kateri boste opravili izmenjavo): \_\_\_\_\_

Na izmenjavi bo študent/-ka opravljal študijske obveznosti, ki so enakovredne študijskim obveznostim vpisanega študijskega programa na UP FAMNIT (izpolnite tabelo v nadaljevanju):

Besides of the mentioned Learning Agreement, you should also follow the **Instructions for the of the Procedure of the Recognition of Obligations Performed Abroad in the Erasmus Program at UP FAMNIT.** These can be found in on UP FAMNIT's website under: <https://www.famnit.upr.si/sl/studenti/pravilniki-obrazci>, in the paragraph 'Navodila fakultete'.

**TRAINEESHIP**

If you select a traineeship, you will need to find a hosting institution. Your Learning Agreement will feature an **outlay/plan for your traineeship.** In the Learning Agreement, you need to mark the expected duration of your exchange, a traineeship plan, which activities you will execute in the framework of the traineeship, your evaluational framework etc. It is strongly advised that you **consult the preparation of the Learning Agreement with your mentor at the hosting institution.** That way you will ensure that the plan you have in mind for your traineeship will correspond with your wishes, as well as the expectations of your home institution (this is relevant if you wish to classify your traineeship exchange as a compulsory study traineeship in the framework of your study program – more info about this in point 3 – RECOGNITION).

Annex - Erasmus+ HE Learning Agreement for traineeships 2016

Erasmus+ Learning Agreement Student Mobility for Traineeships

Higher Education: Learning Agreement form Student's name Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone

**Before the mobility**

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [DD/MM/YYYY]... to [DD/MM/YYYY] ...

Traineeship title: ... Number of working hours per week: ...

Detailed programme of the traineeship:

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

Evaluation plan:

The level of language competence<sup>8</sup> in \_\_\_\_\_ (indicate here the main language of work) that the trainee already has or agrees to acquire by the start of the mobility period is: A1  A2  B1  B2  C1  C2  Native speaker

Table B - Sending Institution

Please use only one of the following three boxes:<sup>9</sup>

1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

Award \_\_\_\_\_ ECTS credits (or equivalent)<sup>10</sup> Give a grade based on: Traineeship certificate  Final report  Interview

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document: Yes  No

2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes  No  If yes, please indicate the number of credits: \_\_\_\_\_



**The Learning Agreement must be signed by the Traineeship Coordinator in your study program.** If your study program does not have a Traineeship Coordinator, the document needs to be signed by your Program Coordinator.

### 3. RECOGNITION OF OBLIGATIONS

All mobility related activities are subjected to a recognition procedure and they need to be agreed upon before your departure to the exchange (this is conditional to your Learning Agreement being signed and approved).

#### STUDY EXCHANGE

The goal of your study exchange is the completion of courses on your hosting institution, also those not offered by your home institution.

If you wish to select a course abroad, which classifies as a **compulsory course** at your home institution, you will need to **consult the Professors teaching the course or the course holder at UP FAMNIT** about the comparability of the courses and subsequently their recognition. It is important that the curriculum (the content) of the home course and the course abroad match and that the knowledge you gain will be the same as if you would complete the course at your home institution.

If you wish to select a course abroad, which classifies as an **elective course**, you will need to **consult your Study Program Coordinator at UP FAMNIT** about the suitability and recognition of the course. They will evaluate the adequacy of the course and the sufficiency of the knowledge gained in respect to given obligations.

**Subjects are recognized on three different levels** based on their ECTS count abroad:

- **entirely**: if the subject abroad receives an equal number of credits as the equivalent home subject, the subject is recognized entirely
- **partially**: if the subject abroad receives a smaller number of credits as the equivalent home subject, the subject is partially recognized – up to the number of credits the subject receives abroad. In this case, you will need to consult the Professor teaching the course or Study Program Coordinator (depending if the course is compulsory or elective) about the ways to acquire the missing credits after your return in order to complete the course.
- **outside the program / annex to your diploma**: when abroad, you also have the chance to select courses, which are not directly linked with your study program. Usually, these are language course or those courses, which you select out of your own interest and are not connected to your study program. These may also be recognized upon your return, nonetheless they will be recognized outside of your study program and marked as annexes to your diploma. We do advise that you keep the number of such courses minimal and to place more emphasis on contents related to your program.

## TRAINEESHIP

If your study program features a traineeship period, your traineeship abroad can be recognized as a **mandatory study traineeship in the framework of your study program**. In this case, you will need to **consult the content and the recognition of your traineeship with your Traineeship Coordinator within your program**.

Should there be additional rules at your department in relation to the study traineeship, you will need to additionally satisfy these rules (independently of the instructions above). In such cases we advise you seek help with your Traineeship Coordinator and ask them about potential additional instructions or procedures.

## 4. FINANCIAL AGREEMENT

In order to be granted an approved scholarship during the mobility period, it is necessary to conclude an **Agreement on the allocation of financial resources**.

Financial resources are coordinated by the Project Office of the University of Primorska. Before the start of the semester (and thus also the mobility), all students who have been selected for their mobility will receive instructions and a timetable for the timely conclusion of the Agreement on the allocation of financial resources.

The basis for concluding a financial agreement is an **agreed and signed Learning Agreement**.

We advise that the Learning Agreement is arranged approximately one month before the scheduled departure, as this will give you enough time to fill in and sign the Agreement on the allocation of financial resources. Any questions about the financial agreement and scholarships can be addressed to the e-mail address [erasmus.studenti@upr.si](mailto:erasmus.studenti@upr.si).





## RETURNING FROM YOUR EXCHANGE

After returning from abroad and (successfully) completing your exchange, you will have some additional tasks to arrange for the recognition of your mobility at your home institution. This time, there is less work than before your exchange.

### 1. CERTIFICATE OF STAY

The **Certificate of Stay** is a mandatory document within your exchange, issued by the institution abroad. The certificate defines your dates of arrival and departure from the institution abroad and thus also the duration of your mobility.

An e-certificate is sufficient. It can be sent by the institution abroad to the International Office of UP FAMNIT or directly to the student. The student is then responsible for forwarding the certificate to the relevant persons and services at their home institution: the International Office, the Student Services and the person responsible for concluding the Agreement on the allocation of financial resources.

### 2. TRANSCRIPT OF RECORDS

The basis for the recognition of courses abroad is a **Transcript of Records**. The certificate can be obtained at the institution abroad only after the completion of all obligations related to examination. The institution abroad has then approximately 5 weeks to submit the certificate.

An e-certificate is sufficient. It can be sent by the institution abroad to the International Office of UP FAMNIT or directly to the student. The student is then responsible for forwarding the certificate to the relevant persons and services at their home institution: the International Office, the Student Services and the person responsible for concluding the Agreement on the allocation of financial resources.

If you did a traineeship, you will also need to obtain a certificate of completion of the traineeship.

### 3. RECOGNITION

The recognition of obligations is **decided upon by the UP FAMNIT Committee for Study and Student Affairs**.

More information about the recognition of obligations can be found in the **Instructions for the of the Procedure of the Recognition of Obligations Performed Abroad in the Erasmus Program at UP FAMNIT**. These can be found in on UP FAMNIT's website under:

<https://www.famnit.upr.si/sl/studenti/pravilniki-obrazci>, in the paragraph 'Navodila fakultete'.

#### PROŠNJA ZA PRIZNAVANJE V TUJINI OPRAVLJENIH OBEZVOSTI NA UP FAMNIT

Ime in priimek študenta: \_\_\_\_\_, vpisna številka: \_\_\_\_\_,  
študijski program (navedite ime in stopnjo študijskega programa): \_\_\_\_\_,  
letnik študija: \_\_\_\_\_, vrsta vpisa (izberite): prvič / ponovno, sem bil/-a v času od \_\_\_\_\_ do \_\_\_\_\_ na študentski izmenjavi v tujini (navedite ime institucije gostiteljice in državo) \_\_\_\_\_.

Komisijo za študijske in študentske zadeve UP FAMNIT prosim za priznanje opravljenih študijskih obveznosti v tujini v okviru vpisanega študijskega programa UP FAMNIT.

Podpis študenta/-ke: \_\_\_\_\_

Datum: \_\_\_\_\_

#### Obvezne priloge:

- učni sporazum in morebitne spremembe učnega sporazuma,
- potrdilo o opravljenih študijskih obveznosti na univerzi gostiteljici (Transcript of Records),
- opise opravljenih študijskih obveznosti.



## USEFUL CONTACTS

### UP FAMNIT INTERNATIONAL OFFICE

For any additional answers to your questions related to exchanges that arise despite reading these guidelines, feel free to contact the UP FAMNIT International Office.

Occasionally we are faced with an increased volume of work or we don't have all the answers ready, so don't panic if we don't answer on the same day. Your question is surely on our TO-DO list and we will answer it as soon as possible.

We can be reached on the e-mail address: [international@famnit.upr.si](mailto:international@famnit.upr.si) or phone number +386 (5) 611 76 72 (or +386 41 418 515).

You can also find us on social media, on Whatsapp, Viber and Telegram under +386 41 418 515.

### STUDENT SERVICES

In case of questions related to the recognition process, we advise to contact the Student Services. They are reachable on the e-mail address: [referat@famnit.upr.si](mailto:referat@famnit.upr.si) and phone +386 (5) 611 75 75.

