

University of *Ljubljana*
Faculty *of Computer and*
Information Science



International Student Exchanges and Practical Training

RULES

Ljubljana, September 2020

Version 4.10

1 Purpose of this document

This document sets out the rules for recognising the study requirements completed by students of the Faculty of Computer and Information Science at foreign institutions as part of international exchanges for the purpose of study and practical training.

2 Status: **Corrections to the Rules**

3 Version: **4.10**

4 Date: **3 September 2020**

5 Owner: **UL FRI**

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7 Version release control

Version	Date of most recent change	Notes
0.1	29 April 2005	Working version
1.0	29 August 2005	Draft final version
1.1	2 September 2005	Corrections in light of annex to learning agreement
1.2	20 September 2005	Fair copy after review of document by the Committee for Study Affairs
2.0	19 February 2008	Proposed new rules Revised: sections 1, 2 and 4 New: section 3
2.1	23 November 2009	Proposed amendment to comply with University rules
3.2	22 December 2010	Amendment for Bologna programmes
4.0	22 February 2011	Amendment for exchanges outside the lifelong learning/Erasmus programme
4.1	12 April 2012	Amendment concerning number of ECTS credits for recognition
4.2	17 December 2012	Amendment of rules Deadline added for submission of applications for recognition Section added concerning withdrawal from exchange Assessment of practical study Replacement of coordinator at UL FRI Harmonisation with Instructions on international student exchanges and practical training for UL students of 13 September 2012 (SZMS-UL)
4.3	16 July 2013	Removal of table for conversion of assessments, since it is unofficial and was withdrawn by the UL
4.4	26 September 2013	Change in conditions for practical work, change in countries listed for practical work after Croatia's accession to the EU
4.5	22 December 2014	Change of programme from LLL/Erasmus to Erasmus+ and appropriate adjustments to new programme
4.6	7 April 2015	Adjustment to new University rules
4.7	1 March 2016	Amendment in assessments of recognised courses (required by UL so recognised courses are allocated integer grades)
4.8	4 July 2106	Amendments and corrections according to new University rules and changed procedures at FRI, updated links
4.9	31 May 2017	Amendments designed to simplify the procedure for graduands, completing courses in advance and limiting credits for foreign language courses
4.10	3 September 2020	Corrections due to a change in the procedure for submitting documents on the conclusion of an exchange (submission in Studis) and in the method of converting grades (whole digit grades).

8 Level of confidentiality: **for internal use**

Document protection

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1 International Study Exchanges and Practical Training

Under the Erasmus+ programme or other international programmes in which the University of Ljubljana (UL) is participating, students of the Faculty of Computer and Information Science (UL FRI) may complete a part of their study requirements abroad. Under student exchanges, at any level of their course (undergraduate, master's or doctoral studies) students may spend from three (3) to twelve (12) months at an institution abroad, be involved in the study process there and complete a portion of their requirements commensurate with their length of stay, including examinations. The institution abroad will issue the student with a certificate of completion of requirements, and UL FRI will recognise the work completed as if it had been done at UL FRI. In courses of study at the Faculty of Computer and Information Science, at each level students are **allowed to earn a maximum of 60 ECTS credits** for requirements completed abroad. In addition to this, students abroad may complete practical training lasting from one (1) to twelve (12) months. Students abroad may pursue an international student exchange, practical training or both. Students may also go on exchanges multiple times.

2 International student exchanges

2.1 What do international student exchanges involve?

Under the Erasmus+ programme or other international programmes in which the University of Ljubljana is participating, students may complete a portion of their course requirements at a foreign (partner) institution. The requirements completed at partner institutions are recognised at UL FRI provided certain conditions are met (see section 2.4 [Recognition of exams passed](#)).

Students pursuing studies at partner institutions under the Erasmus+ programme do not pay tuition fees, but cover the costs of their stay abroad. Under the Erasmus+ programme, students can request [financial assistance](#).

2.2 Conditions for going on an international student exchange

Students can participate in international student exchanges if they meet the following minimum requirements:

- throughout their period of study abroad they have the active **status of a student** at UL FRI;
- for exchanges during **first-cycle studies, at the time of the exchange** the student must be enrolled in **at least the second year** of a first-cycle programme at the Faculty of Computer and Information Science;
- for exchanges during **second-cycle studies, at the time of the exchange** the student must **as a rule be enrolled** in **at least the second year** of a second-cycle programme at the Faculty of Computer and Information Science (where appropriate, the student may also be enrolled in the first year of a second-cycle programme at UL FRI);
- for exchanges during **third-cycle studies, at the time of the exchange** the student must **as a rule be enrolled** in **at least the second year** of a third-cycle programme at the Faculty of Computer and Information Science;
- at their currently enrolled level of study they have acquired in total **less than 60 ECTS credits for the requirements** pertaining to prior international student exchanges.

Other conditions and provisions:

- Study at partner institutions lasts at least three and a maximum of 12 months.
- Studies pursued abroad will be recognised as an integral part of the study programme that the student would otherwise complete at UL FRI. The partner institutions (UL FRI and the foreign institution) and the student intending to go on the exchange agree on the programme of study before the departure abroad, and this is confirmed in a Learning Agreement for Studies signed by both institutions and the student. The student is notified in writing of the content of the agreement, and on the conclusion of the study abroad the host institution sends the student and UL FRI a Transcript of Records confirming the study requirements met abroad and detailing the student's results.

- The period of study completed by the student abroad is recognised by UL FRI fully for academic purposes, provided the student has met all the requirements. This means that UL FRI undertakes to recognise the period of study abroad – including exams and other requirements set out in the study programme – as a period counting for a comparable period of study with all pertaining requirements at UL FRI.
- On exchanges under the Erasmus+ programme, students pay no fees at the host institutions (tuition, enrolment, exams), but just as for domestic students the institution may charge students a small amount for insurance, the student organisation or the use of various materials. UL FRI may continue to charge tuition fees for its students sent abroad if so required by national regulations.
- On exchanges under the Erasmus+ programme, students going abroad will continue to receive the full amount of their national grant or loan.

2.3 Exchange procedure

2.3.1 Registration

Exchanges under the Erasmus+ programme

Students who wish to do an exchange abroad through the Erasmus+ programme should apply in the call. The call is published once a year by the University of Ljubljana, and UL FRI forwards it to its students.

The call contains the criteria for student selection, the deciding criteria in the event of two or more students being assessed equally, an indication of evidence that students must attach for the application to be complete, the method of deciding on applications and the criteria used, deadlines for carrying out specific stages of the call, and an explanation of the possibilities for lodging a complaint against the selection made.

If more students have applied for the same university, programme and level of education than there are available places, the order of precedence for the selected students is determined based on the deciding criteria set out in the call.

The selection of candidates is made by the UL FRI Committee for Study Affairs, which will notify applicants regarding their selection by official decision.

Applicants can lodge a complaint against the decision in the manner set out in the call. The complaint must state the reasons for which the complaint has been lodged. The application conditions and the student selection criteria may not constitute the subject of a complaint. Complaints lodged against a decision will be dealt with by the Committee for Processing Student Applications for First and Second-Cycle Programmes.

Students apply in the call using a special form available upon publication of the call. In addition to personal information, students must state the partner institution which they wish to attend on exchange and the duration of the exchange. They may choose from among institutions with which UL FRI has signed a bilateral agreement. The list of partner institutions is set out in the call.

The call, which is usually available at the beginning of the calendar year, relates to exchanges taken during the academic year that follows. It is published on the home page of the UL FRI website.

Students approved for study abroad are duly informed by the [University of Ljubljana Central Office of International Relations](#) (SZMS-UL). SZMS-UL arranges everything related to the logistics and financial aspects of the exchange.

Exchanges under other international programmes

Exchanges that are part of other mobility programmes for which UL FRI publishes the calls, are governed by the same rules as for Erasmus+ exchanges (details of the procedure and application conditions are given in the specific call).

Students who wish to complete an exchange abroad under another international programme for which UL FRI does not publish the call, must submit an application for approval of an international exchange, issued at the front desk of the UL FRI Dean's Office, in addition to applying for an exchange (the deadlines and conditions are set by the rules of the individual international exchange programme). The application must state the institution which they wish to attend, the envisaged study programme and the completed requirements that should be recognised for them by UL FRI upon their return. Applications are processed by the Committee for Study Affairs (for the first and second cycles, and by the Committee for Research and Doctoral Studies for the third cycle), which approves or rejects them.

2.3.2 Signing of Learning Agreement

Prior to their departure abroad, students must sign a **Learning Agreement for Studies**. The Learning Agreement is a tripartite agreement between the student, the foreign institution and UL FRI that sets out the list of requirements which the student intends to complete abroad.

Under Erasmus+ exchanges students fill in a University of Ljubljana form (form [Learning Agreement for Studies](#)). Where students go abroad under other international exchanges whose application forms do not include a Learning Agreement, they must complete a University of Ljubljana Learning Agreement form.

Students choose a **mentor - teacher** at UL FRI for the requirements of their exchange. The role of the mentor is to help the student compose the Learning Agreement and choose subjects that are suitable to count as completed requirements at the foreign institution. The subjects chosen by the student at the foreign institution must correspond with the field of study and level (first, second or third cycle) of the UL FRI study programme in which the student is enrolled at the time of the exchange. In selecting courses at the foreign institution, students must generally select courses that cover most extensively the content of the mandatory courses in the current semester at their home institution.

Students going on exchanges when they are enrolled in an additional year after the end of their programme, must enter subjects in the Learning Agreement which they wish to have recognised in exchange for study requirements completed abroad. In this case the Vice Dean for Education must also sign the Learning Agreement to confirm it.

If at the time of the exchange the student is enrolled in the third year of professional higher studies and is going on an exchange during the summer semester, if the student so wishes, they may be subject to the same conditions as for students enrolled in an additional year following the end of the study programme (see previous paragraph).

If at the time of study the student has completed certain courses in advance, and therefore at the time of the exchange does not have requirements worth 30 credits at the home institution, during the exchange they may also complete courses for the next

semester (completing in advance) or they may be governed by the same conditions as for students enrolled in an additional year after the end of the study programme. In this case the Vice Dean for Education must also sign the UL FRI courses in the Learning Agreement to confirm them.

Preparation of diploma/master's/doctoral thesis

Students who wish to prepare the concluding assignment (thesis) of the programme in which they are enrolled at a foreign institution must obtain approval, prior to their departure on the exchange, for the topic of the final thesis and a written statement from their mentor agreeing to the production of the thesis abroad ([Form for producing the final thesis at a foreign institution](#)). Students must also have a mentor at the foreign institution. Upon their return students will be granted recognition only for work on the concluding assignment, without grades and credits.

2.3.3 Preparation for departure abroad

In exchanges under the Erasmus+ programme the student sends to the partner institution a Learning Agreement signed by UL FRI and the student. When the partner institution itself signs and returns the Learning Agreement, the exchange is finally confirmed.

Before going abroad, students must prepare themselves for living abroad and gather information about the institution to which they will be going. The main source of information is the internet, but students can also get useful tips from other students who have already been on similar exchanges (see the international exchanges website <http://izmenjave.fri.uni-lj.si> and online classroom).

For studies abroad under the Erasmus+ programme it is possible to obtain **financial assistance**. The amount of the grant and the method of allocating funds is determined by the University of Ljubljana for each academic year individually, and depends on available funds obtained from the CMEPIUS National Agency. Erasmus+ grants are not automatically allocated to students, and must be requested. Additional information on Erasmus+ financial assistance is available on the websites of UL FRI international exchanges and SZMS-UL.

2.3.4 Studying at partner institutions

Students attend studies at partner institutions in the academic year for which they applied or to which the call relates. During their stay abroad they complete the requirements that they selected and signed under the Learning Agreement.

2.3.5 Return from partner institutions

When students return from studying at a partner institution, in order to have exams recognised in exchange for requirements completed abroad, they must submit the following documents:

- a signed Learning Agreement (with any supplements);
- confirmation of the period of exchange;
- a copy of the Transcript of Records and other relevant certificates, and
- an informal report on the study abroad.

Students must submit documents relating to their completed exchange within three (3) months of the end of the exchange, or before the end of the academic year in which the exchange took place.

Where students do not seek recognition for their requirements completed abroad, upon completion of the exchange they must submit the Learning Agreement, confirmation of the completed exchange (which may also be a Transcript of Records) and an informal report.

Note: A valid Learning Agreement is the precondition for recognition of requirements completed on the exchange. The Learning Agreement is valid if it is signed by the student, UL FRI and the partner institution abroad. Any possible supplements to the Learning Agreement must also be signed (section *During Mobility*).

2.3.6 Cancellation of exchange

In the event of a student for whatever reason withdrawing from an exchange, they must immediately notify the international exchange coordinator at UL FRI (this may be done by e-mail). The international exchange coordinator at UL FRI then notifies SZMS-UL and foreign institution of the student's withdrawal.

2.4 Recognition of exams passed

2.4.1 Basic rules

The process of recognising exams passed abroad is conducted in accordance with the mandatory Instructions on international student exchanges and practical training for students of the University of Ljubljana, issued by SZMS-UL. In accordance with the Instructions, students abroad must at the very least obtain **20 ECTS credits in one semester** or **40 ECTS credits for the year**. In the recognition procedure, alongside the fulfilment of the minimum conditions, account is taken only of the applicable professional courses (recognition given for professional courses at UL FRI) and the foreign language course (language of the host country; recognition given for a general elective course at UL FRI). Students cannot claim recognition for exams in subjects in which they have already sat exams at UL FRI with a failing grade, or in subjects that are identical in content to those already completed. In courses of study at UL FRI, at each level students may be recognised as having earned a **maximum of 60 ECTS credits for requirements** completed abroad.

Two basic rules are applied in the recognition procedure:

- **Students receive recognition for exams under the "period for period" and "credits for credits" systems.**

Explanation: if a student is on an exchange at a time when they would attend courses in a specific semester at UL FRI, that semester is recognised fully if they received at least as many ECTS credits for the requirements completed abroad as they are allocated to that semester at UL FRI.

In the event of a student on an exchange not obtaining sufficient ECTS credits for recognition of the semester in full (but obtaining at least the minimum ECTS requirement), in accordance with the content of the courses and the ECTS

credits obtained, the international exchange coordinator will determine which courses are to be recognised and which are not.

In the event of a student repeating a year during the exchange period, completion of requirements will be recognised for courses in the higher year. In this case, after completing the exchange, students must submit a request to take courses in advance, wherein they state by name the higher year courses which they wish to take in advance (and which will be recognised for them in exchange for the requirements completed on the exchange). Students may select courses in advance in the scope of credits they have earned abroad, but up to a maximum of 30 credits per semester.

- **Students enrolled in an additional year following the end of the study programme will be recognised for passing exams that are similar in content to the missing exams at UL FRI or the final thesis of their programme.**

Explanation: if a student is on an exchange during a period when they are enrolled at UL FRI in an additional year following the end of the study programme, in exchange for the requirements completed abroad they will be recognised as having completed courses at UL FRI that are generally comparable in content and scope to courses completed on the exchange. As part of the exchange, students may also complete the concluding assignment of their programme (diploma/master's/doctoral thesis), but its defence must be conducted at UL FRI.

2.4.2 Conversion of grades

Individual grades obtained by students with successfully completed requirements at partner institutions are generally converted to the valid grading system at the University of Ljubljana. The following conversion factors apply:

	ECTS - A	ECTS - B	ECTS - C	ECTS - D	ECTS - E
UL FRI grades	10	9	8	7	6

If a foreign institution does not award grades in the form of ECTS credits (A to F), the conversion of the local grades of a foreign institution to grades at UL FRI will make use of the mapping designed by the Committee for Study Affairs.

Courses whose grade is *pass* or *pass with distinction* / *no pass* are not used in the calculation of the average grade.

The average grade for courses completed abroad is calculated as the arithmetic mean (non-weighted) of the numerical grades.

For courses at UL FRI recognised for students in exchange for courses taken on an exchange, the grade is allocated under the following procedure: 1) grades for individual courses completed abroad are converted into the appropriate whole-digit grades of UL FRI; 2) the average grade of courses completed abroad is calculated; 3) grades for recognised domestic courses are determined in accordance with the valid grading system at the University of Ljubljana (grades 6 to 10), where the average grade remains as close as possible to the grade from abroad (or, at most, is rounded

up in the student's favour). The assignment of a maximum of two sequential grades is made in descending order of grade value by domestic courses arranged according to their ascending course code. If the student wishes a different allocation of grades, they may agree on this with the exchange coordinator upon the submission of documents from the exchange.

2.4.3 Decision recognising exams

A decision as to which subjects will be recognised for the student in exchange for requirements completed abroad is taken by the Committee for Study Affairs on the proposal of the international exchange coordinator.

2.4.4 Diploma Supplement

Information on study completed abroad is entered in a Diploma Supplement in accordance with the instructions for completing the form.

3 International practical training exchanges

Students from UL FRI can also pursue practical training abroad, either under the Erasmus+ programme or other international programmes in which the University of Ljubljana is participating.

3.1 Conditions for applying

International practical training exchanges are open to students who meet the following minimum requirements:

- throughout their period of practical training abroad they must have the active **status of a student** at UL FRI, and
- they must have completed **at least the first year** at UL FRI if they are taking the practical training at a time **when they have no other study obligations** (e.g. during holidays or in an additional year), or they must be enrolled in **at least the third year of a professional higher education programme** if they are taking the practical training in the summer semester as an integral part of their study programme.

Other conditions and provisions:

- The period of practical training under the Erasmus+ programme is limited to a minimum of two months and maximum 12 months.
- Prior to their departure abroad, students must produce a signed Learning Agreement for Traineeships.
- For professional higher education studies, practical training pursued abroad will be recognised as an integral part of the study programme that the student would otherwise complete at UL FRI.
- Information on practical training completed abroad is entered in a student's Diploma Supplement.
- The topic of the practical training must fall within the field of computer and information science.

3.2 Organisations hosting practical training under the Erasmus+ programme

Students can take Erasmus+ practical training at companies or education centres in one of the EU Member States that are included in the Erasmus+ programme.

Students choose the company or education centre where they wish to take the Erasmus+ practical training.

Erasmus+ practical training cannot be taken at:

- EU institutions and other EU bodies, including specialised agencies. The expanded list of such bodies is available on the website: http://europa.eu/about-eu/institutions-bodies/index_en.htm,
- organisations conducting EU programmes (in order to avoid potential conflict of interest and/or double financing).

3.3 Financial assistance for practical training under the Erasmus+ programme

For practical training through the Erasmus+ programme, students can request financial assistance in the form of a grant allocated by SZMS-UL.

3.4 Procedure

3.4.1 Applying for and taking practical training

Practical training under the Erasmus+ programme

Students wishing to take practical training abroad through the Erasmus+ programme should apply in the call. The call is published once a year by the University of Ljubljana, and UL FRI forwards it to its students.

Students apply in the call using a special form available upon publication of the call. In addition to personal information, on the form they can state the practical training provider and the envisaged duration of the training.

The call for practical training is usually available at the beginning of the calendar year and relates to practical training taken during the academic year that follows. It is published on the home page of the UL FRI website.

Students approved for practical training abroad are duly informed by the [University of Ljubljana Central Office of International Relations](#) (SZMS-UL), which also arranges everything related to logistics and the financial aspects of the exchange.

Basic steps in the procedure for Erasmus+ practical training:

- Students complete an application form for Erasmus+ practical training (there is no need to give the name of the organisation, if the student has not yet decided where to take practical training). At this point students also choose a mentor - teacher at UL FRI who will assist them later in formulating the working plan abroad.
- The UL FRI Committee for Study Affairs reviews applications, selects candidates and notifies them of the selection. It sends a list of selected students to SZMS-UL.
- Prior to signing an agreement and receiving a grant, students must find an organisation and send SZMS-UL a signed [Learning Agreement for Traineeships](#).
- SZMS-UL sends students instructions for obtaining financial assistance, for which students must apply specifically.
- Finally the student and University of Ljubljana sign an agreement on financial assistance under the Erasmus+ programme (Placement Contract).
- Prior to their departure abroad, or upon enrolment at UL FRI, students also send SZMS-UL confirmation of enrolment demonstrating their status of student, and a copy of their bank card.

Practical training under other international programmes

Practical training that is part of other mobility programmes for which UL FRI publishes the calls, is governed by the same rules as for Erasmus+ traineeships (details of the procedure and application conditions are given in the specific call).

Students who wish to complete practical training abroad under another international programme for which UL FRI does not publish the call, must submit an application for approval of practical training abroad at the front desk of the UL FRI Dean's Office, in addition to applying for practical training (the deadlines and conditions are set by the rules of the individual international programme). The application must state the company at which the student wishes to complete practical training and the envisaged work plan. Applications are processed by the Committee for Study Affairs, which approves or rejects them.

3.4.2 Return from practical training

Upon completion of practical training, students return to UL FRI and for the purpose of having the practical training recognised submit the following documents:

- a completely filled in and confirmed [Learning Agreement for Traineeships](#), including an assessment of the practical training;
- a final report on the practical training taken (generally in English), if the student is claiming practical training abroad as an integral part of their study programme (only for students of professional higher education programmes and the subject Industrial Practice). The report must also be signed by the work mentor in the organisation at which the student completed practical training.

Even if a student does not wish to claim recognition for practical training, they must still submit a completely filled in and confirmed Learning Agreement for Traineeships.

Students must submit documents relating to completed practical training within three (3) months of the end of the practical training, or before the end of the academic year in which the practical training took place.

Based on documentation submitted, which is reviewed by the international exchange coordinator and the Committee for Study Affairs, UL FRI approves the recognition of practical training completed abroad.

3.4.3 Assessment of practical training

If the student is enrolled in a professional higher education programme, any practical training taken abroad will be recognised as an integral part of the study programme that the student would otherwise complete at UL FRI (subject Industrial Practice).

For successfully completed practical training the student receives a grade which the mentor at the company where the student completed the training enters in the Traineeship Certificate, which is an integral part of the Learning Agreement for Traineeships. The grade given is numbered from 1 (bad) to 5 (excellent) and is converted to the valid grading system at the University of Ljubljana according to the following table:

	ECTS - A	ECTS - B	ECTS - C	ECTS - D	ECTS - E
Training grade	5 (excellent)	4	3	2	1 (bad)
UL FRI grades	10	9	8	7	6

3.4.4 Cancelling practical training

In the event of a student for whatever reason withdrawing from practical training abroad, they must immediately notify the international exchange coordinator at UL FRI (this may be done by e-mail).

3.4.5 Diploma Supplement

Information on practical training completed abroad is entered in a Diploma Supplement in accordance with the instructions for completing the form.

3.4.6 Practical training after the conclusion of studies

The Erasmus+ programme also enables practical training for graduates who apply for an exchange in their final year of study (when they are still students) and take practical training after they finish their studies, but within one year of graduating. In this case students apply in a call for practical training at UL FRI, and if this training is approved, then they also draw up a Learning Agreement for Traineeships. The provisions of these Rules also apply where appropriate to students and graduates going on practical training after the conclusion of their studies.

4 Further information

[SZMS-UL](#) – University of Ljubljana Central Office of International Relations (**Error! Hyperlink reference not valid.**)

[CMEPIUS](#) – Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (**Error! Hyperlink reference not valid.**)

[CPI](#) – Institute of the Republic of Slovenia for Vocational Education and Training (**Error! Hyperlink reference not valid.**)

[ERASMUS+](#) (**Error! Hyperlink reference not valid.**)

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Co-funded by the
Erasmus+ Programme
of the European Union