



ERASMUS CHARTER FOR HIGHER EDUCATION 2014-2020

The European Commission hereby awards this Charter to:

IAM - Institut in akademija za multimedije

The Institution undertakes to respect the following principles:

- + Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.
- + Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system). Ensure the inclusion of satisfactorily completed study and / or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).
- + Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

The Institution further undertakes to:

- When Participating in Mobility Activities - Before Mobility

- + Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- + Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.
- + Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- + Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.
- + Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- + Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- + Provide guidance to incoming mobile participants in finding accommodation.

During Mobility

- + Ensure equal academic treatment and services for home students and staff and incoming mobile participants.
- + Integrate incoming mobile participants into the Institution's everyday life.
- + Have in place appropriate mentoring and support arrangements for mobile participants.
- + Provide appropriate linguistic support to incoming mobile participants.

After Mobility

- + Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.
- + Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.
- + Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- + Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

- When Participating in European and International Cooperation Projects -

- + Ensure that cooperation leads to sustainable and balanced outcomes for all partners.
- + Provide relevant support to staff and students participating in these activities.
- + Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

- For the Purposes of Visibility -

- + Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website.
- + Promote consistently activities supported by the Programme, along with their results.

On behalf of the Institution, I recognise that implementation of the Charter will be monitored and that violation of any of the above principles and commitments may lead to its withdrawal by the European Commission.

MR MIHA ZAKRAJŠEK
Legal representative

SI LJUBLJA40



Evropska
komisija

ERASMUS LISTINA ZA TERCIARNO IZOBRAŽEVANJE 2014–2020

Evropska komisija podeljuje listino:

IAM - INSTITUT IN AKADEMIJA ZA MULTIMEDIJE

Institucija se zavezuje, da bo:

- + v celoti spoštovala načela nediskriminatornosti, določena s programom ter zagotovila enak dostop in možnosti za udeležence mobilnosti iz vseh družbenih okolij;
- + zagotovila polno priznavanje v času mobilnosti uspešno opravljenih študijskih obveznosti in če je mogoče prakse z dodelitvijo kreditnih točk (ECTS ali katerega koli drugega sistema). Zagotovila bo vključitev uspešno opravljenih dejavnosti študijske mobilnosti in/ali mobilnosti za namen prakse v končno poročilo o študentovih dosežkih (priloga k diplomu ali enakovredno potrdilo);
- + v primeru kreditne mobilnosti, mobilnim študentom ne bo zaračunavala šolnin, vpisov, izpitov ali dostopa do laboratorijev in knjižnic.

Institucija se zavezuje tudi k naslednjemu:

- Pri sodelovanju v aktivnostih vezanih na mobilnost -

Pred začetkom mobilnosti bo

- + Objavljala in redno posodabljala seznam predavanj na spletni strani institucije dovolj zgodaj pred začetkom obdobja mobilnosti, tako da bo dostopen vsem udeleženi stranem, in omogočila, da se mobilni študenti lahko na podlagi informacij ustrezno odločijo za predavanja, ki jih bodo obiskovali.
- + Izvajala mobilnost le v okviru predhodno sklenjenih sporazumov med institucijami. Sporazumi opredeljujejo naloge in obveznosti različnih udeleženi strani ter njihovo zavezanost skupnim merilom izbora, priprave, sprejema in vključevanju udeležencev mobilnosti.
- + Zagotovila, da so odhajajoči udeleženci mobilnosti dobro pripravljani na mobilnost, vključno z ustrezno stopnjo znanja jezika.
- + Zagotovila, da mobilnost študentov in osebja za namen poučevanja ali usposabljanja temelji na študijskem sporazumu/ sporazumu za prakse in na sporazumu za mobilnost osebja za namen poučevanja ali usposabljanja, ki je vnaprej potrjen med matičnimi in gostiteljskimi institucijami ali podjetji in udeleženci mobilnosti.
- + Zagotovila pomoč, ki se nanaša na pridobivanje viz, kadar so zahtevane, za prihajajoče in odhajajoče udeležence mobilnosti.
- + Zagotovila pomoč, ki se nanaša na sklenitev zavarovanja, kadar je to zahtevano, za prihajajoče in odhajajoče udeležence mobilnosti.
- + Zagotovila svetovanje za prihajajoče udeležence mobilnosti pri iskanju namestitve.

V času mobilnosti bo

- + Zagotovila enako akademsko obravnavo in storitve za domače študente in osebje ter prihajajoče udeležence mobilnosti.
- + Vključila prihajajoče udeležence mobilnosti v vsakodnevno življenje institucije.
- + Imela vzpostavljena ustrezna mentorstva in mehanizme podpore za udeležence mobilnosti.
- + Zagotovila ustrezno jezikovno podporo prihajajočim udeležencem mobilnosti.

Po zaključku mobilnosti bo

- + Sprejela vse dejavnosti iz študijskega sporazuma, ki štejejo za pridobitev diplome, pod pogojem, da so jih udeleženci mobilnosti uspešno opravili.
- + Zagotovila prihajajočim udeležencem mobilnosti in njihovim matičnim institucijam dokazila, ki vsebujejo popolno, točno in pravočasno navedbo njihovih dosežkov ob zaključku njihovega obdobja mobilnosti.
- + Podprla ponovno vključitev udeležencev mobilnosti in jim omogočila, da po vrnitvi gradijo na svojih izkušnjah in korist institucije in vrstnikov.
- + Zagotovila, da je osebje deležno priznanja za svoje aktivnosti poučevanja in usposabljanja v obdobju mobilnosti, ki temelji na sporazumu o mobilnosti.

- Pri sodelovanju v evropskih in mednarodnih projektih sodelovanja mora -

- + Zagotoviti prispevek k trajnostnim in uravnoteženim rezultatom za vse partnerje.
- + Zagotoviti ustrezno podporo osebju in študentom, ki sodelujejo pri teh aktivnostih.
- + Uporabiti rezultate projektov tako, da bo njihov učinek na posameznike in sodelujoče institucije čim večji, in spodbujati vzajemno učenje s širšo akademsko skupnostjo.

- Za namene prepoznavnosti mora -

- + Objaviti Listino in z njo povezano izjavo o ciljih programa Erasmus na vidnem mestu na spletni strani institucije.
- + Dosledno spodbujati aktivnosti, ki jih podpira program, ter njihove rezultate.

V imenu institucije se zavežujem, da se bo izvajanje Listine spremljalo. Če visokošolska institucija krši katero koli navedeno načelo in zavezo, ji lahko Evropska komisija Listino odvzame.

MR MIHA ZAKRAJŠEK

Pravni zastopnik

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