



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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 (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Polytechnic Institute of Bragança	P BRAGANC01	Sylwia Solczak Melo International Relations Office <a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a> Instituto Politécnico de Bragança Campus de Santa Apolónia 5300-253 Bragança, Portugal	<a href="http://www.ipb.pt/ectsguide">www.ipb.pt/ectsguide</a>
University in Rijeka	HR RIJEKA01	<b>Maša Šašinka, mag. oec.</b> Institutional Erasmus Coordinator, International Relations Office, University of Rijeka <a href="mailto:masa@uniri.hr">masa@uniri.hr</a> Ul. Radmile Matejčić 3 HR-51000 Rijeka Tel: <b>++385 (0)51 584 840</b>  <b>Academy of Applied Arts - Coordinators:</b> <b>Assist. prof. Sanja Bojanić, Ph.D,</b> Vice-Dean for International Relations, Academy of Applied Arts <a href="mailto:sanja.bojanic@uniri.hr">sanja.bojanic@uniri.hr</a>	<a href="mailto:international@uniri.hr">international@uniri.hr</a> <a href="http://www.uniri.hr">www.uniri.hr</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Assist.prof. Celestina Vičević, PhD, faculty Erasmus coordinator <a href="mailto:celestina.vicevic@gmail.com">celestina.vicevic@gmail.com</a>	
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## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding 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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships ps
P BRAGANC01	HR RIJEKA01	0210	Art and Design	1 <sup>st</sup>	2 x 5 months = 10 months	–
HR RIJEKA01	P BRAGANC01	0210	Art and Design	1 <sup>st</sup>	2 x 5 months = 10 months	–

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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
P BRAGANC01	HR RIJEKA01	0210	Art and Design	1 x 5 days	1 x 5 days
HR RIJEKA01	P BRAGANC01	0210	Art and Design	1 x 5 days	1 x 5 days

## 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:

<sup>5</sup> 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>)

Receiving institution [Erasmus code]	Optional : Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P BRAGANC01		Portuguese	English	B1	B2
HR RIJEKA01		ENG	-	B1 English	B2 English

## D. Additional requirements

BRAGANC01: Erasmus Opening Session and intensive Portuguese course are compulsory for incoming students

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P BRAGANC01	1 <sup>st</sup> of July	1 <sup>st</sup> of December
HR RIJEKA01	10 <sup>th</sup> June	10 <sup>th</sup> November

[\* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI. [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

#### **Polytechnic Institute of Bragança – P BRAGANC01:**

<sup>6</sup> 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>

The overall classifications of the qualification and each course unit are expressed through a mark on a numerical scale from 0 to 20. In order to "Pass" a course unit the student must obtain a mark not under 10. To complete a qualification, to which it will be assigned an overall classification from 10 to 20, the students is required to pass all compulsory course units of the study plan.

**ECTS grading scale:** *the Polytechnic Institute of Braganca uses the ECTS grading scale*

**HR RIJEKA01:**

[http://www.uniri.hr/index.php?option=com\\_content&view=category&layout=blog&id=173&Itemid=213&lang=en](http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=173&Itemid=213&lang=en)

**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
P BRAGANCO1	Sylwia Solczak Melo <a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a>	<a href="http://www.ipb.pt/iro">http://www.ipb.pt/iro</a>
HR RIJEKA01	<a href="mailto:international@uniri.hr">international@uniri.hr</a> <a href="mailto:vize@mvep.hr">vize@mvep.hr</a>	<a href="http://www.uniri.hr">www.uniri.hr</a> <a href="http://www.mvep.hr/eng/">www.mvep.hr/eng/</a>

**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
P BRAGANCO1	Sylwia Solczak Melo <a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a>	<a href="http://www.ipb.pt/iro">http://www.ipb.pt/iro</a>
HR RIJEKA01	<a href="mailto:international@uniri.hr">international@uniri.hr</a>	<a href="http://www.uniri.hr">www.uniri.hr</a> <a href="http://www.hzzo.hr">www.hzzo.hr</a>

**4. Housing**


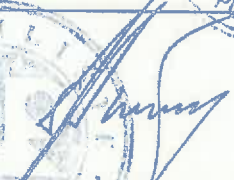
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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P BRAGANCO1	Sylwia Solczak Melo <a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a>	<a href="http://www.ipb.pt/iro">http://www.ipb.pt/iro</a>
HR RIJEKA01	<a href="mailto:scri.unri@scri.hr">scri.unri@scri.hr</a> , <a href="mailto:scri.smjestaj@gmail.com">scri.smjestaj@gmail.com</a> <a href="mailto:esn.rijeka@gmail.com">esn.rijeka@gmail.com</a>	<a href="https://www.facebook.com/ErasmusRijeka/?fref=ts">https://www.facebook.com/ErasmusRijeka/?fref=ts</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P BRAGANCO1	Prof. Luis Pais, Vice President, Institutional Coordinator	04-12-2017	
HR RIJEKA01	Prof. Snježana Prijić Samaržija, Ph.D., Rector	30/11/17	



<sup>7</sup> Scanned signatures are accepted