



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2020² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Rijeka	HR RIJEKA01	Maša Šašinka, Institutional Erasmus Coordinator, International Relations Office, University of Rijeka, Trg braće Mažuranića 10, 51000 Rijeka, Croatia, Tel: 00385 (51) 584 840, masa@uniri.hr ; www.uniri.hr Departmental coordinator: melindakostelac@gmail.com kostelacm@apuri.hr	University of Rijeka

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

Akademia im. Jana Długosza w Częstochowie <i>Jan Długosz University in Częstochowa</i>	PL CZESTOC02	Mirosław Skowroński, MA Erasmus Institutional Coordinator IRO, ul. Waszyngtona 4/8 42-200 Częstochowa Tel.: +48 34 37 84 364 dzw@ajd.czyst.pl	Main Page: http://www.ajd.czyst.pl
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B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]
HR RIJEKA01	PL CZESTOC02	213	Fine Arts	1,2	2 x 10
PL CZESTOC02	HR RIJEKA01	231	Fine Arts	1,2	2 x 10

[*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 *
HR RIJEKA01	PL CZESTOC02	213	Fine Arts	5 days 8 hours	5 days
PL CZESTOC02	HR RIJEKA01	231	Fine Arts	5 days 8 hours	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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum]	Staff Mobility for Teaching [Minimum recommended]

⁵ 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>)

⁶For 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>

				recommended level: B1]	level: B2]
HR RIJEKA01		English		B1	B2
PL CZESTOC02		Polish	English	B1	B2

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

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR RIJEKA01	10 th June	10 th November
PL CZESTOC02	June 15 th	November 30 th

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

2. The receiving institution will send its decision within 2 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 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

The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. 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

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

HRRJEKA01:

http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=173&Itemid=213&lang=en

⁷http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Information on the ECTS-Grading system can be found here: <http://www.ajd.czest.pl/457,Dydaktyka>; <http://ects.ajd.czest.pl>; <http://www.en.ajd.czest.pl>

ECTS grade	Grading system in words	Points (%)	Mark
A	Excellent	90 – 100	5
B	Very Good	79 – 89	4,5
C	Good	68 – 78	4
D	Satisfactory	57 – 67	3,5
E	Sufficient	46 – 56	3
F or FX	Insufficient	less than 46	2

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
HR RIJEKA01	international@uniri.hr vize@mvep.hr	www.uniri.hr www.mvep.hr/en/
PL CZESTOC02	Miroslaw Skowronski Tel.: +48 34 37 84 364 dzw@ajd.czest.pl	http://www.en.ajd.czest.pl/ http://www.msz.gov.pl/en/travel_to_poland/entering_poland

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
HR RIJEKA01	international@uniri.hr hzzo@hzzo.hr	www.uniri.hr www.hzzo.hr
PL CZESTOC02	Miroslaw Skowronski Tel.: +48 34 37 84 364 dzw@ajd.czest.pl	http://www.en.ajd.czest.pl/ http://www.nfz.gov.pl/





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
HR RIJEKA01	ssa@uniri.hr	https://www.facebook.com/ssauriri?fref=ts
PL CZESTOC02	Mirosław Skowronski Tel.: +48 34 37 84 364 dzw@ajd.czyst.pl	http://www.en.ajd.czyst.pl/ http://www.skrzat.ajd.czyst.pl/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^a
HR RIJEKA01	PROF. PERO LUCIN, PH.D., RECTOR	3.5.2016.	 
PL CZESTOC02	Prof. Dr. habil. Eng. Zygmunt Bąk Rector	21/04/2016	 

^aScanned signatures are accepted

