# Erasmus+ Programme

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

## Inter-institutional[1] agreement 2014-17
### between programme countries

### [Minimum requirements][2]

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[3] (email, phone) | Website (eg. of the course catalogue) |
|---|---|---|---|
| University of Sussex | UK BRIGHTO01 | Emily Sinclair Head of International Programmes Sussex Abroad Fr103, Friston Building Sussex University Brighton BN1 9SP  Tel: +44 1273 877033 Email: | Study Abroad Guide : http://www.sussex.ac.uk/study/sabroad/guide  Course catalogue: http://www.sussex.ac.uk/study/sabroad/guide/modules |

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

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

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

| | | | |
|---|---|---|---|
| | | e.sinclair@sussex.ac.uk<br><br>Admin. contact:<br>David Brimage<br><br>d.brimage@sussex.a<br>c.uk | |
| University of Rijeka | HR<br>RIJEKA01 | Maša Šašinka,<br>Institutional Coordinator,<br>University of Rijeka, Trg<br>braće Mažuranića 10,<br>51000 Rijeka, CROATIA | http://www.uniri.hr/index.p<br>hp?option=com_content&vie<br>w=category&layout=blog&id<br>=173&Itemid=213&lang=en |

## B. Mobility numbers[4] per academic year

## Teaching mobility

*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<br><br>[Erasmus code of the sending institution] | TO<br><br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>* | Number of staff mobility periods | |
|---|---|---|---|---|---|
| | | | | Staff Mobility for Teaching<br><br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training<br>* |
| UK<br>BRIGHTO0<br>1 | HR<br>RIJEKA01 | | | 1 staff member x 5 days teaching (minimum 8 hours of teaching) | N/A |
| HR<br>RIJEKA01 | UK<br>BRIGHTO01 | | | 1 staff member x 5 days teaching (minimum 8 hours of teaching) | N/A |

## 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:

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[4] 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[5] | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| UK BRIGHTO01 | | | | N/A | C1 |
| HR RIJEKA01 | | | | | 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] |
|---|---|---|
| UK BRIGHTO01 | N/A | N/A |
| HR RIJEKA01 | N/A | N/A |

[* to be adapted in case of a trimester system

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[5] 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

## F. Information

### 1. Grading systems of the institutions

For our European (Erasmus) partner institutions, we use ECTS credits to calculate the number of courses the student needs to take. Please note 60 ECTS credits is equal to 120 Sussex credits.
http://www.sussex.ac.uk/study/sabroad/guide/modules/choose
For information on grade distribution, please also see page 17 of the Examination and Assessment Regulations Handbook 2013/14:
http://www.sussex.ac.uk/academicoffice/documentsandpolicies/examinationandassessmenthandbooks
   University of Rijeka:

*http://www.uniri.hr/index.php?option=com content&view=category&layout=blog&id=173&I temid=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.

Incoming staff members are expected to arrange any necessary visa in their home country in time to allow them to take part in the teaching/training exchange.

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

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| UK BRIGHTO01 | David Brimage d.brimage@sussex.ac.uk | |
| HR RIJEKA01 | international@uniri.hr vize@mvep.hr | www.uniri.hr www.mvep.hr/en/ |

### 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.

Incoming staff members are expected to arrange fully comprehensive insurance in their home country in time to allow them to take part in the teaching/training exchange.

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| UK BRIGHTO01 | David Brimage d.brimage@sussex.ac.uk | |

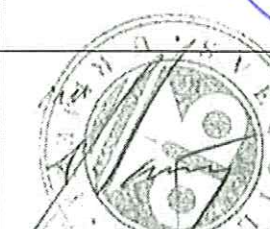| HR RIJEKA01 | international@uniri.hr | www.uniri.hr |
| | hzz@hzz.hr | www.hzz.hr |

## 4. Housing

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

Incoming members of staff should use the following weblink to help them find suitable accommodation for their stay.

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

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| UK BRIGHTO01 | David Brimage d.brimage@sussex.ac.uk | http://www.sussex.ac.uk/aboutus/findus/wheretostay |
| HR RIJEKA01 | ikastrapeli@uniri.hr lpanjkovic@uniri.hr | http://ssa.uniri.hr/en/ |

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

| Institution [Erasmus code] | Name, function | Date | Signature[6] |
|---|---|---|---|
| UK BRIGHTO01 | Emily Sinclair, Head of International Programmes | 20/08/14 | |
| HR RIJEKA01 | Prof. Pero Lučin, PhD., Rector | 18/08/14 | |

[6] Scanned signatures are accepted