# Erasmus+ Programme

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

## Inter-institutional agreement 2014-2021
between programme countries

[Minimum requirements]

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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details¹</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| Polytechnic Institute of Bragança                       | P BRAGANCO1  | Sylwia Solczak Melo
International Relations Office
sylwia@ipb.pt Instituto Politécnico de Bragança
Campus de Santa Apolónia
5300-253 Bragança, Portugal | www.ipb.pt/ectsguide |
| University in Rijeka                                     | HR RJEKA01   | Maša Šašinka, mag. oec.
Institutional Erasmus Coordinator,
International Relations Office,
University of Rijeka
masa@uniri.hr
Ul. Redmile Matejčić 3
HR-51000 Rijeka
Tel: ++385 (0)51 584 840
Academy of Applied Arts - Coordinators:
Assist. prof. Sanja Bojanić, Ph.D.,
Vice-Dean for International Relations, Academy of Applied Arts
sanja.bojanic@uniri.hr | international@uniri.hr
www.uniri.hr |

---

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.
B. Mobility numbers\(^5\) 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.)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle (short cycle, 1(^{st}) or 2(^{nd}) or 3(^{rd}))</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P BRAGANC01</td>
<td>HR RIJEKA01</td>
<td>0210</td>
<td>Art and Design</td>
<td>1(^{st}) 2 x 5 months = 10 months</td>
<td></td>
</tr>
<tr>
<td>HR RIJEKA01</td>
<td>P BRAGANC01</td>
<td>0210</td>
<td>Art and Design</td>
<td>1(^{st}) 2 x 5 months = 10 months</td>
<td></td>
</tr>
</tbody>
</table>

\(^{*}\)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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>P BRAGANC01</td>
<td>HR RIJEKA01</td>
<td>0210</td>
<td>Art and Design</td>
<td>1 x 5 days 1 x 5 days</td>
</tr>
<tr>
<td>HR RIJEKA01</td>
<td>P BRAGANC01</td>
<td>0210</td>
<td>Art and Design</td>
<td>1 x 5 days 1 x 5 days</td>
</tr>
</tbody>
</table>

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:

\(^5\)Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

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:

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

[* 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 interinstitutional 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 Braganca – P BRAGANC01:

* 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](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 Bragança uses the ECTS grading scale

HR RIJEKA01:

**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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P BRAGANCO01</td>
<td>Sylwia Solczak Melo <strong><a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a></strong></td>
<td><a href="http://www.ipb.pt/iro">www.ipb.pt/iro</a></td>
</tr>
<tr>
<td>HR RIJEKA01</td>
<td><strong><a href="mailto:international@uniri.hr">international@uniri.hr</a></strong></td>
<td><a href="http://www.uniri.hr">www.uniri.hr</a></td>
</tr>
<tr>
<td></td>
<td><strong><a href="mailto:vize@mvep.hr">vize@mvep.hr</a></strong></td>
<td><a href="http://www.mvep.hr/eng">www.mvep.hr/eng</a></td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P BRAGANCO01</td>
<td>Sylwia Solczak Melo <strong><a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a></strong></td>
<td><a href="http://www.ipb.pt/iro">http://www.ipb.pt/iro</a></td>
</tr>
<tr>
<td>HR RIJEKA01</td>
<td><strong><a href="mailto:international@uniri.hr">international@uniri.hr</a></strong></td>
<td><a href="http://www.uniri.hr">www.uniri.hr</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hzzo.hr">www.hzzo.hr</a></td>
<td></td>
</tr>
</tbody>
</table>

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

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

7 Scanned signatures are accepted