

Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-20[21]² 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 Faculty of Civil Engineering	HR RIJEKA01	Maša Šašinka, Institutional Erasmus Coordinator, International Relations Office, University of Rijeka, Trg braće Mažuranića 10, 51000 Rijeka, Croatia, Tel: 00385 (51) 406 528, masa@uniri.hr ; www.uniri.hr Ph. D. Silvija Mrakovčić <i>Vice Dean for Quality Assurance and Development</i> <i>Erasmus+ Coordinator</i> silvija.mrakovcic@uniri.hr Phone: +385 (51) 265-905 Fax: +385 (51) 265-998	http://www.gradri.uniri.hr/en/
Państwowa Szkoła Wyższa im. Papieża Jana Pawła II w Białej Podlaskiej Pope John Paul II State School of Higher Education in Biala	PL BIALA01	Administrative contact: Agnieszka Monika Kaliszuk <i>Institutional Erasmus Coordinator</i> agnieszka.kaliszuk@pswbp.pl phone: +48 83 344 9900 ext.247 fax: +48 83 344 9950	http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/about-us

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.



Erasmus+

Podlaska ul. Sidorska 95/97 21-500 Biala Podlaska, Poland		Academic contact: Prof. Mieczysław Adamowicz Rector's Proxy for International Relations adamowicz.mieczyslaw@gmail.com	
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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] *	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 *
HR RIJEKA01	PL BIALA01	0732	Civil Engineering	1 st	2 students/ 5 months	–
PL BIALA01	HR RIJEKA01	0732	Civil Engineering	1 st	2 students/ 5 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 *
HR RIJEKA01	PL BIALA01			1 x 5 days	1 x 5 days
PL BIALA01	HR RIJEKA01			1 x 5 days	1 x 5 days

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>)

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	Language of instruction	Recommended language of instruction level ⁶	
		1	2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR RIJEKA01		Croatian	English	B1 (English)	B2 (English)
PL BIALA01		Polish	English	B1 (English)	B2 (English)

D. Additional requirements

PL BIALA01: (SMS): Students, should attend the Faculty in which we have an agreement, having the option of taking courses of other faculties, only if it does not exceed the 40% of the total of courses in the learning agreement.

(STA): The applications must be sent to the Mobility and International Relations Office
Email: agnieszka.kaliszuk@pswbp.pl telephone: +48 (83) 344 99 00 ext. 247

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	June 10 th	November 10 th
PL BIALA01	June 30 th	December 15 th

[* 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

⁶ 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>

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

University of Rijeka – HR RIJEKA01:

Grading scale	5	4	3	2	1	1
Definition	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	FAIL	FAIL
ECTS Grade	A	B	C	D,E	F	FX

Pope John Paul II State School of Higher Education in Biala Podlaska – PL BIALA01:

Polish grading scale	5	4,5	4	3,5	3	2	2
Definition	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	SUFFICIENT	FAIL	FAIL
ECTS Grade	A	B	C	D	E	FX	F

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 BIALA01	agnieszka.kaliszuk@pswbp.pl	http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/usefull-informations-and-guides

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 hzz@hzz.hr	www.uniri.hr www.hzz.hr
PL BIALA01	agnieszka.kaliszuk@pswbp.pl	http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/usefull-informations-and-guides

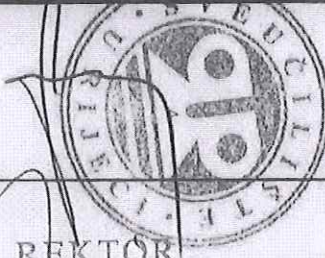

4. Housing

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	jkastrapell@uniri.hr lpanjkovic@uniri.hr	http://ssa.uniri.hr/en/
PL BIALA01	agnieszka.kaliszuk@pswbp.pl	http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/accommodation-eplus

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
HR RIJEKA01	Prof. Pero Lučin, PhD., Rector of University of Rijeka		
PL BIALA01	Prof. Józef Bergier Rector of Pope John Paul II State School of Higher Education in Biala Podlaska		

⁷ Scanned signatures are accepted