



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[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 in Rijeka	HR RIJEKA01	Erasmus Institutional Coordinator: Maša Šašinka, Institutional Erasmus Coordinator, International Relations Office, University of Rijeka, Trg braće Mažuranića 10, 51000 Rijeka, Croatia, Tel:	http://www.gradri.uniri.hr/en/studies.html

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.

		00385 (51) 584 840, masa@uniri.hr; www.uniri.hr Erasmus Coordinator Faculty of Civil Engineering: Ph. D. Silvija Mrakovčić Vice Dean for Quality Assurance and Development silvija.mrakovcic@uniri.hr Phone: +385 (51) 265-905 Fax: +385 (51) 265-998	
POLYTECHNIC INSTITUTE OF VISEU INSTITUTO POLITÉCNICO DE VISEU	P VISEU01	Institutional Coordinator Sandra Familiar Av. Coronel José Maria Vale de Andrade, Campus Politécnico, 3504-510 Viseu, Portugal Tel.:+351 232 480 739/773 Fax: +351 232 480 750 internationaloffice@sc.ipv.pt Academic Coordinator: Isabel Duarte Tel.: +351 232 480 500 isabelduarte@estv.ipv.pt	www.ipv.pt

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 *
HR RIJEKA01	P VISEU01	0732	Civil Engineering	1 st , 2 nd	4*5=20	0
P VISEU01	HR RIJEKA01	0732	Civil Engineering	1 st , 2 nd , 3 rd	4*5=20	0

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>)

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	P VISEU01	0732	Civil Engineering	2 x 5 days	2 x 5 days
P VISEU01	HR RIJEKA01	0732	Civil Engineering		

[*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.]

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 recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P VISEU01		Regular Courses: Portuguese ^[1]	International semesters: English	Portuguese: B1 English: B2	English: B2
HR RIJEKA01		Croatian	English	B2	B2

^[1] The main language of instruction at IPV is Portuguese. However, almost every unit from the Department of Civil Engineering courses can be offered in English and/or with a tutorial support in English. For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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>

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]
P VISEU01	Nomination: 01 May Application: 30 May	Nomination: 01 November Application: 30 November
HR RIJEKA01	June 10th	November 10th

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

HR RIJEKA01

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 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]*

P VISEU01

2. Students must be formal nominated by their home institution by email to rlopes@sc.ipv.pt . The receiving institution will send its decision within 3 weeks after receiving the completed process by post.
3. A Transcript of Records will be issued by the receiving institution no later than 2 weeks after the assessment period has finished at the receiving HEI.
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

[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.]

University of Rijeka, Faculty of Civil Engineering- grading system

Grading scale	5	4	3	2	1
Definition	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	FAIL
Percentage	90 - 100%	75 - 89.9%	60 - 74.9%	50 - 59.9%	<50%
ECTS Grade	A	B	C	D	F

ECTS credits:

1 academic year = 60 credits

1 semester = 30 credits

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Portuguese Scale	ECTS Scale	Definition
18-20 Excelente	A	Excellent
16-17 Muito Bom	B	Very Good
14-15 Bom	C	Good
12-13 Satisfatório	D	Satisfactory
10-11 Suficiente	E	Sufficient
< 9	FX/F	Fail

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:

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P VISEU01	EXTERNAL RELATIONS SERVICE Phone: +351 232 480 739/773, Fax: +351 232 480 750; email: internationaloffice@sc.ipv.pt	http://www.ipv.pt/ri/
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.

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 VISEU01	EXTERNAL RELATIONS SERVICE Phone: +351 232 480 739/773, Fax: +351 232 480 750; email: internationaloffice@sc.ipv.pt	http://www.ipv.pt/ri/
HR RIJEKA01	international@uniri.hr hzz@hzz.hr	www.uniri.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.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P VISEU01	EXTERNAL RELATIONS SERVICE Phone: +351 232 480 739/773, Fax: +351 232 480 750; email: internationaloffice@sc.ipv.pt	http://www.ipv.pt/ri/
HR RIJEKA01		http://ssa.uniri.hr/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P VISEU01	Professor João Monney Paiva, President of the Polytechnic Institute of Viseu		
HR RIJEKA01	prof. dr. sc. Snježana Prijić Samaržija Rector of University of Rijeka	21.1.2020	

⁸ Scanned signatures are accepted

