

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2018-2021<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
University of Lisbon Faculty of Sciences	<b>P LISBOA109</b>	Contact person: Ana Matos Address: Área de Mobilidade e Apoio ao Aluno - Faculdade de Ciências da Universidade de Lisboa Campo Grande, Ed. C4, 1749-016 Lisboa · Portugal Phone: (+351) 217 500 443 Email: internacional@ciencias.ulisboa.pt Website: <a href="https://ciencias.ulisboa.pt/">https://ciencias.ulisboa.pt/</a>	<a href="https://ciencias.ulisboa.pt/pt/oferta-formativa">https://ciencias.ulisboa.pt/pt/oferta-formativa</a> <a href="https://ciencias.ulisboa.pt/en/educational-offer-0">https://ciencias.ulisboa.pt/en/educational-offer-0</a>
Polytechnic of Rijeka	<b>HR RIJEKA02 (PIC: 949597021)</b>	Institutional Coordinator: <b>Marijana Jakopič Ganić</b> Tel: +385/51/321-309 Fax: +385/51/211-270 e-mail: <a href="mailto:mjakopic@veleri.hr">mjakopic@veleri.hr</a> , <a href="mailto:mobility@veleri.hr">mobility@veleri.hr</a> Vice-Dean for International Cooperation: <b>Maja Gligora Marković, MSc.</b> , e-mail: <a href="mailto:mgligoram@veleri.hr">mgligoram@veleri.hr</a> , <a href="mailto:mobility@veleri.hr">mobility@veleri.hr</a>	<b>Incoming Erasmus students:</b> <a href="https://www.veleri.hr/?q=node/1251">https://www.veleri.hr/?q=node/1251</a> and <a href="http://www.veleri.hr/?q=node/1053">http://www.veleri.hr/?q=node/1053</a>  <b>Course Catalogue:</b> <a href="https://www.veleri.hr/?q=node/1249">https://www.veleri.hr/?q=node/1249</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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

## B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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 *
P LISBOA109	HR RIJEKA02	0610	Computing	1 <sup>st</sup> 2 <sup>nd</sup>	2 x 5 months = 10 months	-
HR RIJEKA02	P LISBOA109	0610	Computing	1 <sup>st</sup> 2 <sup>nd</sup>	3 x 5 months = 15 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 *
P LISBOA109	HR RIJEKA02	0610	Computing	1 x 5 days	1 x 5 days
HR RIJEKA02	P LISBOA109	0610	Computing	1 x 5 days	1 x 5 days

<sup>5</sup> 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 instruc- tion 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA109	Informatics	Portuguese	English (*)	B1	B2
HR RIJEKA02		Croatian	English	B1	B2

(\*) **At the Faculty of Sciences of the University of Lisbon**, Postgraduate or Master programmes courses may be lectured in English in case there are non-Portuguese speaking students in class.

### D. Additional requirements

### 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 LISBOA109	30 <sup>th</sup> of June	31 <sup>st</sup> October
HR RIJEKA02	15 <sup>th</sup> of July	15 <sup>th</sup> of December

[\* 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 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."]*

<sup>6</sup> 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

### Polytechnic of Rijeka – HR RIJEKA02

The Polytechnic of Rijeka uses the ECTS grading scale

<https://www.veleri.hr/?q=node/1249>

**PT LISBOA109:** The Portuguese grading system expresses itself in values between 0 and 20, being 10 the minimum grade for approval.

## 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	<a href="https://ciencias.ulisboa.pt/en/ci%C3%A0ncias-incoming">https://ciencias.ulisboa.pt/en/ci%C3%A0ncias-incoming</a>
HR RIJEKA02	International Office <a href="mailto:mobility@veleri.hr">mobility@veleri.hr</a>	<a href="https://www.veleri.hr/?q=node/1251">https://www.veleri.hr/?q=node/1251</a>

## 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	<a href="https://ciencias.ulisboa.pt/pt/erasmus">https://ciencias.ulisboa.pt/pt/erasmus</a> At the Faculty of Sciences of the University of Lisbon, incoming students are covered by the School Insurance.
HR RIJEKA02	International Office <a href="mailto:mobility@veleri.hr">mobility@veleri.hr</a>	<a href="https://www.veleri.hr/?q=node/1251">https://www.veleri.hr/?q=node/1251</a>

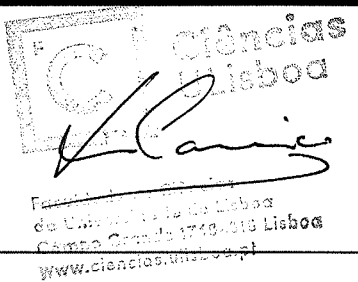
#### 4. Housing

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 LISBOA109	internacional@fc.ul.pt +351 21750 0443	<a href="https://ciencias.ulisboa.pt/en/accommodation">https://ciencias.ulisboa.pt/en/accommodation</a>
HR RIJEKA02	International Office <a href="mailto:mobility@veleri.hr">mobility@veleri.hr</a>	<a href="https://www.veleri.hr/?q=node/1251">https://www.veleri.hr/?q=node/1251</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA109	<b>Prof. Luís Manuel Carrigo</b> The Director of the Faculty of Sciences	27/7/18	
HR RIJEKA02	<b>PhD Saša Hirnig, Senior Lecturer,</b> Dean at the Polytechnic of Rijeka		

<sup>7</sup> Scanned signatures are accepted

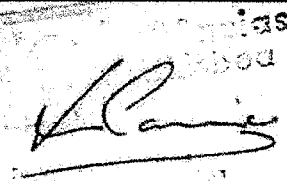


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Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA109	internacional@fc.ul.pt +351 21750 0443	<a href="https://ciencias.ulisboa.pt/en/accommodation">https://ciencias.ulisboa.pt/en/accommodation</a>
HR RIJEKA02	International Office <a href="mailto:mobility@veleri.hr">mobility@veleri.hr</a>	<a href="https://www.veleri.hr/?q=node/1251">https://www.veleri.hr/?q=node/1251</a>

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P LISBOA109	<b>Prof. Luís Manuel Carrigo</b> The Director of the Faculty of Sciences	27/7/18	
HR RIJEKA02	<b>PhD Saša Hirnig, Senior Lecturer,</b> Dean at the Polytechnic of Rijeka	03/9/18	 

<sup>7</sup> Scanned signatures are accepted