

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)
Polish Naval Academy, Mechanical Electrical Faculty	PL GDYNIA03	Faculty Erasmus plus Coordinator: a.grzadzela@amw.gdynia.pl tel. +48 261 262 724	http://www.amw.gdynia.pl
University of Rijeka	HR RIJEKA01 Institutional Erasmus	

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.

		Coordinator, International Relations Office, University of Rijeka, Croatia, Tel: 00385(51)584840, international@uniri.hr r; WWW.UNIRI.HR Department coordinator: Dr. Lidija Runko Luttenberger, Associate professor e-mail: lidija.luttenberger@uniri.hr	
[...]			

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	Student Mobility for Traineeships *
PL GDYNIA03		0716	Marine engineering	1st and 2nd	2 students for 1 semester	
HR RIJEKA01			Marine environme nt		2 students for 1 semester	

*[total number of
months of the
study periods or
average
duration*]*

[*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

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>)

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	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
PL GDYNIA03		0716	Marine engineering	2	1 person
HR RIJEKA01			Marine environment	2	1 person

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 instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL GDYNIA03	0716		English	B2	B2
HR RIJEKA01			English	B2	B2

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.]

PL GDYNIA03: Infrastructure and organization of classes at Faculty of Mechanical Electrical Engineering, polish Naval Academy are partly matched to the needs of students with physical 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]
PL GDYNIA03	30 June	30 November
HR RIJEKA01	10 June	10 November

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

2. The receiving Institution will send its decision within;

HR RIJEKA01: 4 weeks

PL GDYNIA03: 4 weeks

3. A Transcript of Records will be issued by the receiving Institution no later than;

HR RIJEKA01: 4 weeks

PL GDYNIA03: 4 weeks

after the assessment period has finished at the receiving HEI.

3. A Transcript of Records will be issued by the receiving Institution no later than [5] 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."]

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.]

PL GDYNIA03:

Grading scale at the Faculty of Mechanical Electrical Engineering, PNA:

Grade.ECTS	Polish grade	Definition
A	5 (Excellent)	Excellent
B	4,5 (Very Good)	Very good
C	4 (Very Good)	Good
D	3,5 (Good)	Satisfactory
E	3 (Sufficient)	Sufficient
FX	2 (Unsufficient)	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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL GDYNIA03	Monika Wysocka tel. +48 261 26 26 59 fax: +48 261 26 26 57	http://abk.amw.gdynia.pl/index.php/wymiana-miedzynarodowa/student-guide

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

	e-mail: mo.wysocka@amw.gdynia.pl	
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
PL GDYNIA03	Monika Wysocka tel. +48 261 26 26 59 fax: +48 261 26 26 57 e-mail: mo.wysocka@amw.gdynia.pl	http://abk.amw.gdynia.pl/index.php/wymiana-miedzynarodowa/student-guide
HR RIJEKA01	international@uniri.hr	www.uniri.hr www.hzzo.hr

4. Housing


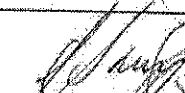
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

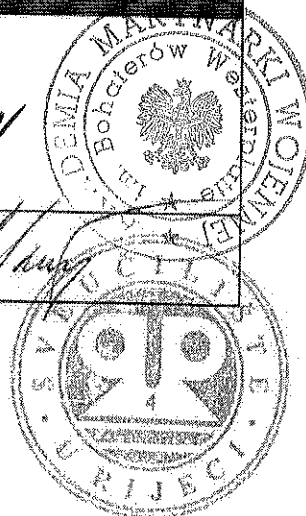
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL GDYNIA03	Monika Wysocka tel. +48 261 26 26 59 fax: +48 261 26 26 57 e-mail:	http://abk.amw.gdynia.pl/index.php/wymiana-miedzynarodowa/student-guide

	mo.wysocka@amw.gdynia.pl	
HR RIJEKA01	scri.uniri@scri.hr, scri.smjestaj@gmail.com esn.rijeka@gmail.com	https://www.facebook.com/ErasmusRijeka/?fref=ts

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
PL GDYNIA03	Cpt. Tomasz SZUBRYCHT, Professor Rector - Commandant Polish Naval Academy		
HR RIJEKA01	Prof. Snježana Prljčić Samaržija, PhD, Rector	14.04.18.	



⁸ Scanned signatures are accepted