



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2016-20[21]<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<br>(and department, where relevant)   | Erasmus code | Contact details <sup>4</sup><br>(email, phone)   | Website<br>(eg. of the course catalogue)                            |
|---|--------------|--|---|
| University of Split<br>Livanjska 5,<br>HR- 21000 Split  | HR SPLIT01   | <b>Institutional Coordinator:</b><br>Ana Ćosić<br>International Relations Office<br>e-mail: <a href="mailto:acosic@unist.hr">acosic@unist.hr</a><br>Tel: +385 21 440 343<br>Fax: +385 21 440 344 | <a href="http://www.unist.hr">www.unist.hr</a>                      |
| Faculty of Civil Engineering,<br>Architecture and Geodesy<br>Ulice Matice hrvatske 15,<br>HR- 21000 Split |              | <b>Departmental coordinator:</b><br>Neno Torić, PhD<br>e-mail: <a href="mailto:neno.toric@gradst.hr">neno.toric@gradst.hr</a>  | <a href="http://gradst.unist.hr/eng">http://gradst.unist.hr/eng</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.

|  |            |   |   |
|--|------------|---|---|
| Universidade Nova de Lisboa<br><br>Faculdade de Ciências e Tecnologia<br>2829-516 Caparica<br>Portugal | P LISBOA03 | <b>Institutional Coordinator:</b><br>Prof. João Sàágua<br>Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a><br>Tel.: +351 21 384 52 07/8      | <a href="http://www.unl.pt">http://www.unl.pt</a>                 |
|  |            | <b>Subject Area Contact:</b><br>Prof. Corneliu Cismasiu<br>Email: <a href="mailto:cornel@fct.unl.pt">cornel@fct.unl.pt</a><br>Tel.: +351 21 294 85 80 | <a href="http://www.dec.fct.unl.pt">http://www.dec.fct.unl.pt</a> |

## 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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>*        | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]<br>* | Number of student mobility periods   |   |
|---|---|-----------------------------------|-------------------------------|--|--|---|
|   |   |                                   |                               |  | Student Mobility for Studies<br><br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships<br>S<br>* |
| HR SPLIT01  | P LISBOA03  | 073                               | Architecture and construction | 2 <sup>nd</sup> , 3 <sup>rd</sup>  | 2 <sup>nd</sup> =1 student x 5 months<br>3 <sup>rd</sup> = 1 student x 5 months<br>10 months total     |   |
| P LISBOA03  | HR SPLIT01  | 073                               | Architecture and construction | 2 <sup>nd</sup> , 3 <sup>rd</sup>  | 2 <sup>nd</sup> =1 student x 5 months<br>3 <sup>rd</sup> = 1 student x 5 months<br>10 months total     |   |

[\*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.]

<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>)

| <b>FROM</b><br>[Erasmus code of the sending institution] | <b>TO</b><br>[Erasmus code of the receiving institution] | <b>Subject area code</b><br>*<br>[ISCED] | <b>Subject area name</b><br>* | <b>Number of staff mobility periods</b>                                 |                                  |
|--|--|--|-------------------------------|---|----------------------------------|
|  |  |  |                               | Staff Mobility for Teaching   | Staff Mobility for Training<br>* |
|  |  |  |                               | <i>[total number of days of teaching periods or average duration *]</i> |                                  |
| HR SPLIT01   | P LISBOA03   | 073                                      | Architecture and construction | 1 teacher x 5 days x 8 hours min.                                       | /                                |
| P LISBOA03   | HR SPLIT01   | 073                                      | Architecture and construction | 1 teacher x 5 days x 8 hours min.                                       | /                                |

### 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:

| <b>Receiving institution</b><br>[Erasmus code] | <b>Optional: Subject area</b> | <b>Language of instruction 1</b>   | <b>Language of instruction 2</b>                         | <b>Recommended language of instruction level<sup>6</sup></b>           |   |
|--|-------------------------------|--|--|--|---|
|  |                               |  |  | Student Mobility for Studies<br><i>[Minimum recommended level: B1]</i> | Staff Mobility for Teaching<br><i>[Minimum recommended level: B2]</i> |
| HR SPLIT01                                     |                               | Croatian   | English  | English B2   | English C1  |
| P LISBOA03                                     |                               | Portuguese<br>(for 2 <sup>nd</sup> cycle with English support outside classes) | Portuguese and/or English<br>(for 3 <sup>rd</sup> cycle) | English B1   | English B2  |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

<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>

## D. Additional requirements

### HR SPLIT01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: HR SPLIT01 [erasmus@unist.hr](mailto:erasmus@unist.hr) or P LISBOA03 [div.a.ae.mobilidade@fct.unl.pt](mailto:div.a.ae.mobilidade@fct.unl.pt)

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month] | Spring term*<br>[month]  |
|---|-------------------------|--------------------------|
| HR SPLIT01                              | June 1 <sup>st</sup>    | November 1 <sup>st</sup> |
| P LISBOA03                              | May 31 <sup>st</sup>    | October 31 <sup>st</sup> |

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

2. The receiving institution will send its decision within 4-6 weeks.
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.
4. Termination of the agreement

The above parties agree to co-operate in the activities shown below within the Erasmus + programme. Both parties agree to abide by the principles and conditions set out in the Guidelines for Applicants and Erasmus Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement.

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. 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

#### HR SPLIT01

<http://eng.unist.hr/InternationalRelations/AcademicInformation/tabid/413/Default.aspx>

Traditional Grading system is as follows:

- 1 – fail
- 2 – pass, sufficient
- 3 – good
- 4 – very good
- 5 – excellent

### **P LISBOA03**

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

## **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<br/>[Erasmus<br/>code]</b> | <b>Contact details<br/>(email, phone)</b>  | <b>Website for information</b>  |
|---|--|---|
| <b>HR SPLIT01</b>                         | <a href="mailto:incoming@unist.hr">incoming@unist.hr</a><br>+385 21 440 343  | <a href="http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx">http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx</a>   |
| <b>P LISBOA03</b>                         | Email:<br><a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a><br>Tel.: + 351 21 294 78 20/7 | <a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</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.

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance.

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

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><br>[Erasmus code] | <b>Contact details</b><br>(email, phone)   | <b>Website for information</b>  |
|--------------------------------------|--|---|
| <b>HR SPLIT01</b>                    | <a href="mailto:incoming@unist.hr">incoming@unist.hr</a><br>+385 21 440 343  | <a href="http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx">http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx</a> |
| <b>P LISBOA03</b>                    | Email:<br><a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a><br>Tel.: + 351 21 294 78 20/7 |   |



#### **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:

| <b>Institution</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone)   | <b>Website for information</b>  |
|--------------------------------------|--|---|
| <b>HR SPLIT01</b>                    | <a href="mailto:incoming@unist.hr">incoming@unist.hr</a><br>+385 21 440 343  | <a href="http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx">http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx</a>   |
| <b>P LISBOA03</b>                    | Email:<br><a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a><br>Tel.: + 351 21 294 78 20/7 | <a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a> |

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

| Institution<br>[Erasmus<br>code] | Name, function  | Date       | Signature <sup>7</sup>  |
|----------------------------------|---|------------|---|
| HR SPLIT01                       | Prof. Dr. Alen Soldo<br>Vice rector for Science<br>and International<br>Cooperation | 23/11/2016 |   |
| P LISBOA03                       | Prof. João Sââgua<br>Institutional<br>Coordinator                                   | 15-11-2016 |  |

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

