



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-20[21] between programme countries

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	Erasmus code	Contact details ¹ (email, phone, website)
University of Rijeka	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 , international@uniri.hr ; www.uniri.hr Prof. Sandra Janković, PhD., Faculty of Tourism and Hospitality Management, Primorska 42, Ika, 51410 Opatija, Croatia, Tel: 00385 (51) 294 880, sandrai@fthm.hr
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	I UDINE01	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone:+39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Academic contact: prof. GUARAN A. andrea.guaran@uniud.it http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/international-area

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers per academic year²

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 students / Number of months	
					Student Mobility for Studies	Student Mobility for Traineeships
HR RIJEKA01	I UDINE01	04.4	Tourism	1 st	2 X 5 (10)	
I UDINE01	HR RIJEKA01	04.4	Tourism	1 st	2 X 5 (10)	

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 / Number of days	
				Staff Mobility for Teaching	Staff Mobility for Training
HR RIJEKA01	I UDINE01	04.4	Tourism	1 (5)	
I UDINE01	HR RIJEKA01	04.4	Tourism	1 (5)	

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	Optional: Subject area	Language of instruc-	Language of instruc-	Recommended language of instruction level ³
--------------------------	---------------------------	-------------------------	-------------------------	---

² 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.

[Erasmus code]		tion 1	tion 2	Student Mobility for Studies	Staff Mobility for Teaching
HR RIJEKA01	04.4	English	Croatian	B2	B2
I UDINE01		Italian		A1 (certificate is not needed)	

- **At the University of Udine:** Courses held in english can be offered within some study courses. The student can check the list on our web-site: <http://www.uniud.it/international-area>

D. Additional requirements

At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by the Italian student can be given or sent directly to him/her OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement or the changed Learning Agreement has to be given to the Italian student who will submit to the approval of the professor coordinator.

The incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site of I UDINE01:

- <http://www.uniud.it/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng>
- <http://www.uniud.it/international-area/incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>

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	10 th June	10 th November
I UDINE01	15 May (nomination letter)	30 September (nomination letter)

2. I UDINE01 will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from I UDINE01.

³ 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>

3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). I UDINE01 cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).
4. I UDINE01 will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.
5. Erasmus incoming student at I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.

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 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the 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

http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=173&Itemid=213&lang=en

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

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/

I UDINE01		http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
-----------	--	---

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

At the University of Udine: Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.

Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.



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	ikastrapeli@uniri.hr lpanjkovic@uniri.hr	http://ssa.uniri.hr/en/
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
HR RIJEKA01	Prof. Pero Lučin, PhD., Rector	13/12/13	
I UDINE01	Vice rector for International Mobility prof. M. Ballerini	31/10/13	



⁴ Scanned signatures are accepted