



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2017-20[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**

| <b>Name of the institution</b><br><b>(and department, where relevant)</b> | <b>Erasmus code</b> | <b>Contact details<sup>4</sup></b><br><b>(email, phone)</b>  | <b>Website</b><br><b>(eg. of the course catalogue)</b>  |
|---|---------------------|--|---|
| University of Split<br>Livnjska 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://eng.unist.hr/">http://eng.unist.hr/</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.

|  |          |  |   |
|--|----------|--|---|
| Faculty of Science<br>Ruđera Boškovića 33,<br>21000 Split  |          | <b>Departmental coordinator:</b><br>Ani Grubišić, PhD<br>ani.grubisic@pmfst.hr   | <a href="http://www.pmfst.hr/eng/">http://www.pmfst.hr/eng/</a>   |
| Technische Universität Wien<br>(Vienna University of<br>Technology – TU Vienna)<br><br>Gußhausstr.28-30,1040<br>Wien | A WIEN02 | <b>Institutional Coordinator:</b><br>Andreas Zemann<br>Tel: +43-1-58801x41-552<br>Fax: +43-1-58801x41599<br><a href="mailto:zemann@ai.tuwien.ac.at">zemann@ai.tuwien.ac.at</a><br><br><b>Exchanges:</b><br><a href="mailto:Exchangein@tuwien.ac.at">Exchangein@tuwien.ac.at</a><br><b>Departmental coordinators:</b><br>Informatics<br>Prof. Ivona Brandic<br><a href="mailto:ivona@ec.tuwien.ac.at">ivona@ec.tuwien.ac.at</a><br>Mathematics<br>Prof. Uwe Schmock<br><a href="mailto:Uwe.schmock@tuwien.ac.at">Uwe.schmock@tuwien.ac.at</a> | <a href="http://www.tuwien.ac.at">http://www.tuwien.ac.at</a><br><br><a href="https://tiss.tuwien.ac.at/curriculum">https://tiss.tuwien.ac.at/curriculum</a><br><br><a href="http://www.tuwien.ac.at/en/about_us/faculties_institutes/">http://www.tuwien.ac.at/en/about_us/faculties_institutes/</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<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subj<br>ect<br>area<br>code<br>*<br>[ISCE<br>D] | Subject<br>area<br>name<br>*                               | Study<br>cycle<br>[short<br>cycle,<br>1 <sup>st</sup> ,<br>2 <sup>nd</sup> or<br>3 <sup>rd</sup> ]<br>* | Number of student<br>mobility periods  |  |
|--|--|---|--|---|--|--|
|  |  |   |  |   | Student<br>Mobility for<br>Studies<br><br>[total number of<br>students/months of<br>the study periods] | Student<br>Mobility for<br>Traineeship<br>s<br>* |
| HR SPLIT01   | A WIEN02   | 0533  | Mathematics  | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>  | 2 students x 5<br>months   |  |
|  |  | 0610  | Information and<br>Communication<br>Technologies<br>(ICTs) |   | Total 10 months  |  |
| A WIEN02   | HR SPLIT01   | 0533  | Mathematics  | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>  | 2 students x 5<br>months   |  |
|  |  | 0610  | Information and<br>Communication<br>Technologies<br>(ICTs) |   | Total 10 months  |  |

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

<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>)

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<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>*                            | Number of staff mobility periods  |                                  |
|---|---|-----------------------------------|---|---|----------------------------------|
|   |   |                                   |   | Staff Mobility for Teaching<br><br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training<br>* |
| HR SPLIT01  | A WIEN02  | 0610                              | Information and Communication Technologies (ICTs) | 1 teacher x 5 days  | 1 person x 5 days                |
|   |   | 0610                              | Information and Communication Technologies (ICTs) | 1 teacher x 5 days  | 1 person x 5 days                |

### 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<br>[Erasmus code] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level <sup>6</sup>          |  |
|---|------------------------|---------------------------|---------------------------|---|--|
|   |                        |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| HR SPLIT01                              |                        | Croatian                  | English                   | English B2<br>Croatian, if applicable                           | English C1   |
| A WIEN02                                |                        | German                    | English                   | B2  | B2   |

<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>

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

## 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: [erasmus@unist.hr](mailto:erasmus@unist.hr)

### A WIEN02:

Special services for disabled students are offered by TUW Teaching Support Centre. <http://www.tuwien.ac.at/barrierefrei/>

## 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                              | 1 June                  | 1 November              |
| A WIEN02                                | 31 May                  | 15 December             |

[\* 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.

### A WIEN02

1. Erasmus applications for incoming students on-line <https://tiss.tuwien.ac.at/mobility>
2. TU Wien will send its invitation letter within 4 weeks after the official nomination of the candidate by the home institution.
3. Students can download and print out their official Transcript of Records from "TU Wien Information Services" (TISS) 5 weeks after the exam by the earliest.
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 – verygood
- 5 – excellent

#### **A WIEN02:**

| Austrian grade     | ECTS grade | Translation   |
|--------------------|------------|---|
| sehr gut (1)       | A          | very good – outstanding performance                   |
| gut (2)            | B          | good – generally sound work with some minor errors    |
| befriedigend (3)   | C          | satisfactory – fair but with significant shortcomings |
| genügend (4)       | D/E        | sufficient – performance meets the minimum criteria   |
| nicht genügend (5) | F/FX       | 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:

| <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>A WIEN02</b>                      | <a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a>        | <a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</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:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| <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>A WIEN02</b>               | <a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a>        | <a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a>  |

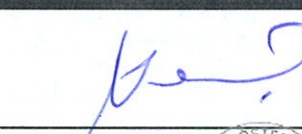
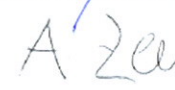

#### 4. Housing

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<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| <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>A WIEN02</b>               | <a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a>        | <a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a><br><a href="http://www.housing.oead.at">www.housing.oead.at</a>                              |

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

| Institution<br>[Erasmus code] | Name, function  | Date     | Signature <sup>7</sup>   |
|-------------------------------|---|----------|--|
| <b>HR SPLIT01</b>             | Prof. Dr. Alen Soldo<br>Vice rector for Science and International Cooperation | 7/2/2017 |   |
| <b>A WIEN02</b>               | Dr. Andreas Zemann<br>Head of International Relations Office                  | 6.2.2017 | <br> |

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