



Erasmus+ Programme

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

Inter-institutional agreement 2022-2027 **between programme countries**

[Minimum requirements]¹

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 details² (email, phone)	Website (eg. of the course catalogue)
Collegium Fluminense Polytechnic of Rijeka	HRRIJEKA02	Institutional coordinator: MARIJANA JAKOPIĆ GANIĆ Erasmus Coordinator Polytechnic of Rijeka Tel: +385/51/321-309 Fax: +385/51/211-270 e-mail: mjakopic@veleri.hr ; mobility@veleri.hr	https://www.veleri.hr/en/what-can-i-study-polytechnic-rijeka https://www.veleri.hr/en/course-catalog
Faculty of Information studies in Novo mesto	SINOVO-ME05	Institutional coordinator: Katarina Rojko, PhD Assistant Professor Vice dean for Education Email: katarina.rojko@fis.unm.si Erasmus+ contact: erasmus@fis.unm.si	https://www.fis.unm.si/en/

¹Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

²Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HR RIJEKA02	SI NOVO-ME05	031	Social Sciences,	1 st , 2 nd	2*5 months	0
		048	Computer Science,			
		059	Statistics			
SI NOVO-ME05	HR RIJEKA02	03	Social sciences, journalism and information	1 st , 2 nd	2*5 months	0
		05	Natural sciences, mathematics and statistics			
		06	Information and Communication Technology			

[*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	

³ 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>)

HR RIJEKA02	SI NOVO-ME05	031 048 059	Social Sciences Computer Science, Statistics	3*5 days	3*5 days
SI NOVO-ME05	HR RIJEKA02	03 05 06	Social sciences, journalism and information Natural sciences, mathematics and statistics Information and Communication Technology	3 *5 days	3 *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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR RIJEKA02		Croatian	English	B1	B2
SI NOVO-ME05		Slovenian	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution:

HR RIJEKA02: <https://www.veleri.hr/en/course-catalog>

⁴For 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>

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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]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI NOVO-ME05	15 May	15 November
HR RIJEKA02	Nominations: 01/06 Applications: 15/06	Nominations: 01/11 Applications: 15/12

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

- The receiving institution will send its decision within [8] weeks.
- 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]*
- 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' guide⁵. 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.]

Faculty of information studies grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F	5	Fail
E	6	Sufficient
D	7	Satisfactory
C	8	Good
B	9	Very Good
A	10	Excellent

ECTS-credits: 60 per year/30 per semester

https://www.veleri.hr/sites/default/files/2021-12/INFORMATION%20FOR%20INCOMING%20STUDENTS-21-22_0.pdf

Acquired level of learning outcomes	The numerical system of grading	ECTS grades
90 to 100%	Excellent (5)	A
75 to 89.99%	Very good (4)	B
60 to 74.99%	Good (3)	C
50 to 59.99%	Sufficient (2)	D
0 to 49.99%	Insufficient (1)	F

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
SI NOVO-ME05	erasmus@fis.unm.si	https://www.fis.unm.si/en/
HR RIJEKA02	MARIJANA JAKOPIĆ GANIĆ Erasmus Coordinator Polytechnic of Rijeka Tel: +385/51/321-309 Fax: +385/51/211-270 e-mail: mobility@veleri.hr	https://www.veleri.hr/en/mobility

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
SI NOVO- ME05	erasmus@fis.unm.si	https://www.coris.si/si/860/Zavarovanja_za_tujce.aspx
HR RIJEKA02	MARIJANA JAKOPIĆ GANIĆ Erasmus Coordinator Polytechnic of Rijeka Tel: +385/51/321-309 Fax: +385/51/211-270 e-mail: mobility@veleri.hr	https://www.veleri.hr/en/mobility


4. Housing

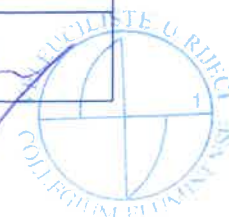
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI NOVO- ME05	erasmus@fis.unm.si	https://dijaskidom.org/
HR RIJEKA02	MARIJANA JAKOPIĆ GANIĆ Erasmus Coordinator Polytechnic of Rijeka Tel: +385/51/321-309 Fax: +385/51/211-270 e-mail: mobility@veleri.hr	https://www.veleri.hr/en/mobility

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
SI NOVO-ME05	prof. dr. Matej Makarovič, Dean of Faculty of Information studies in Novo mesto	2. 3. 2022	
HR RIJEKA02	PhD Saša Hirnig, College professor Dean at Polytechnic of Rijeka	2. 3. 2022	



⁶Scanned signatures are accepted