



Erasmus+ Programme

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

Inter-institutional agreement **Academic years 2014-2015 – 2020-2021** **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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Università della Valle d'Aosta – Université de la Vallée d'Aoste	I AOSTA02	International Relations Office Grand-Chemin 73/75 11020 Saint-Christophe Italy E-mail: u-rel- internazionali@univda.it Tel. +39 (0)165 066 712 +39 (0)165 066 734 Fax +39 (0)165 066 748 Academic contact : Mrs. Anna Maria Merlo a.merlo@univda.it	General: www.univda.it Incoming students: http://www.univda.it/context_with_sublink.jsp?ID_LINK=360&area=6 Course Catalogue: http://www.univda.it/context.jsp?ID_LINK=1609&area=8

Veleučilište Marko Marulić u Kninu	HR KNIN01	Marina Krvavica, PhD Vice dean for International Cooperation Chairman of Erasmus Board Kralja Petra Krešimira IV 30, 22 300 Knin, Croatia phone. +385 22 664 450; fax. +385 22 661 374 e- mail: erasmus@veleknin.hr	General: www.veleknin.hr
(University of Applied Sciences Marko Marulic in Knin)		Ljubica Ukić, bacc.oec., Erasmus Coordinator Kralja Petra Krešimira IV 30, 22 300 Knin, Croatia phone: +385 22 668 132 fax. +385 22 661 374 e-mail: erasmus@veleknin.hr	http://veleknin.hr/hr/medjunardna-suradnja

B. Mobility numbers per 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]	Subj ect area code [ISCE D]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [average duration]	Student Mobility for Traineeships
I AOSTA02	HR KNIN01	041	Business and Administration	1 st	2 x 5 months [10 months]	To be define latter
HR KNIN01	I AOSTA02	041	Business and Administration	1st	2 x 5 months [10 months]	To be define latter

[*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 [average duration]	Staff Mobility for Training
I AOSTA02	HR KNIN01	041	Business and Administration	2 (1 week)	2 (1 week)
		00	Generic programmes and qualifications - Administrative		2 (1 week)
HR KNIN01	I AOSTA02	041	Business and Administration	2 (1 week)	2 (1 week)
		00	Generic programmes and qualifications - Administrative		2 (1 week)

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 ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
I AOSTA02		Italian		Students must have sufficient knowledge to attend courses and take exams	Courses may be taught in languages other than Italian, in particular French and English
HR KNIN01		Croatian for all programmes	English for several programs and courses for exchange students	English B1	English B2

¹ See 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, see the course catalogue of each institution [Links provided on the first page].

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]

I AOSTA02

Our institution is able to receive students with 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]
I AOSTA02	30 th June (Nomination and Application)	30 th November (Nomination and Application)
	1. Applications should be sent to the International Relations Office, cf. http://www.univda.it/relazioni_internazionali 2. The receiving institution will send its decision within 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.	
<u>HR KNIN01</u>	15.09. (application deadline)	15.02. (application deadline)
	1. Applications should be sent to erasmus@veleknin.hr 2. The receiving institution will send its decision within 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.	
<p>Application documents received after application deadlines will not be accepted;</p> <ul style="list-style-type: none">-Application forms and Learning Agreements should be filled in English in capital letters with correct address of University and correct name of responsible Erasmus coordinator;-Student should send Application Form, Learning Agreements in 3 copies- signed and stamped by authorised persons with 3 photos to address of receiving Institution (I AOSTA02 or HR KNIN01)-Students should hold insurance card. <p>The present bilateral agreement will be valid during the academic years 2014/15 – 2020/21, unless either side terminates the agreement in writing at the latest by September 30th for activities taking place during the next (n+1) academic year. Additional activities, cancellations or new subject areas are to be communicated by the same deadline.</p> <p>Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.</p>		

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

F. Information

1. Grading systems of the institutions

I AOSTA 02

The grading scale is 0-30 *cum laude*

Notes below 18 are considered as insufficient / failed.

ECTS

1 ECTS = 25 workload hours

HR KNIN01; the following scale is used for all types of evaluations/examinations:

ECTS grades	Meaning	Croatian scale	Croatian Meaning	Grade requirements
A	(excellent)	5.0 five (pet)	izvrstan (excellent)	93-100%
B	(very good)	4 four (četiri)	vrlo dobar (good plus)	83-92%
C	(good)	3 good (dobar)	dobar (good)	73-82%
D,E	(satisfactory)	2 satisfactory (dovoljan)	dovoljan (satisfactory)	62-72%
FX/F	(fail)	1 unsatisfactory (nedovoljan)	nedovoljan (unsatisfactory)	0-50%

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)	Website for information
I AOSTA02	International Relation Office E-mail: u-rel- internazionali@univda.it	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168&area=6
HR KNIN01	See first page of this agreement – part A	www.veleknin.hr (section International Relations)

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)	Website for information
I AOSTA02	International Relation Office E-mail: u-rel- internazionali@univda.it	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168 &area=6
HR KNIN01	See first page of this agreement – part A	www.veleknin.hr (section International Relations)


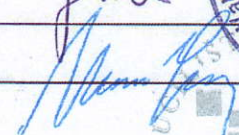
4. Housing


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 (phone)	Website for information
I AOSTA02	International Relation Office E-mail: u-rel- internazionali@univda.it	http://www.univda.it/context_with_sublink.jsp?ID_LINK=168 &area=6
HR KNIN01	See first page of this agreement – part A	www.veleknin.hr (section International Relations)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
I AOSTA02	Prof. Fabrizio Cassella, Rector	24/02/2014	
HR KNIN01	Mirko Gugić, Dean	25/02/2014	



² Scanned signatures are accepted