



Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2020-2022
between institutions from
Programme and Partner Countries²

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Split Ruđera Boškovića 31, HR-21 000 Split	HR SPLIT01	Institutional Coordinator: Ana Ćosić Head of International Relations Office e-mail: acosic@unist.hr	https://www.unist.hr/en/international
Catholic Faculty of Theology Ul. Zrinsko Frankopanska 19, 21000, Split		Departmental coordinator: Assistant professor Ivan Macut Ph.D., Erasmus coordinator e-mail: ivanmacut@libero.it Ana Peroš, Secretary at the International Relations Office e-mail: aperos@kbf-st.hr 021/308-322	https://www.kbf.unist.hr/en/
Ave Maria University	AVE MARIA	Grace De Salvo, <i>Graduate Theology Academic Administrative Assistant</i> Email: graduatetheology@avemaria.edu 239-280-1629	www.avemaria.edu/academics/graduate-programs/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁴ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁵ 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 or city of the sending institution]	TO [Erasmus code or city 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 Traineeshi ps *
AVE MARIA	HR SPLIT01	0221	Religion and Theology	2 nd , 3 rd	1 student x 3 months	0
HR SPLIT01	AVE MARIA	0221	Religion and Theology	2 nd , 3 rd	0	0

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subjec t area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
AVE MARIA	HR SPLIT01	0221	Religion and Theology	1 teacher x 7 days (including 2 days for travel)	0

⁵ 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 SPLITO1	AVE MARIA	0221	Religion and Theology	1 teacher x 7 days (including 2 days for travel)	0
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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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B2]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR SPLITO1		Croatian	English	English B2	English B2-C1
AVE MARIA		English		English C2-C1	English C1

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless,

⁶ 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>

they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Quality framework:

http://ec.europa.eu/education/opportunities/higher-education/quality-framework_en.htm#learning_agreement

Erasmus+ International Credit Mobility Handbook for Higher Education Institutions Version 4.1 –February 2020

https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-international-credit-mobility_en

Selection process:

The selection of candidates - as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented, and shall be made available to all parties involved in the selection process.

The University of Split announces the Call for applications for **outgoing** and **incoming** candidates on its web page, along with instructions for applicants. A section is dedicated to potential applicants with special needs and we offer them our full support. Partner university copies the call on their web page. During info days, we stress the equal opportunities dimension and try to reach to disadvantaged persons.

All candidates apply to UNIST. Application period is negotiated between partners. Scanned applications and scanned signatures are accepted.

Selection criteria include academic merit, CV, motivation letter, LA, Curriculum improvement plan (for academic staff) and possible supporting documents like socio-economic background. With equivalent academic level, preference should be assigned to candidates from disadvantaged backgrounds.

Received applications are sent to home institution for evaluation, which is done by the responsible persons from IRO and/or departments. The best ranked candidates are proposed for selection and upon confirmation of both institutions, they are being nominated to the host university in accordance with available places in the agreement and available funds. Selected candidates shall be in contact with their host university regarding practical matters.

In case of international credit mobility, the first criterion for selecting candidates must be academic merit, but with equivalent academic level, preference should be assigned to candidates from less advantaged socio-economic backgrounds.

Subject area of cooperation

Subject area codes in which the institutions shall cooperate are stated under Part B.

Travel and subsistence costs

Travel costs shall be paid to beneficiaries by the University of Split upon their arrival to the host institution, in accordance with the maximum amounts determined by the Erasmus+ Calculator: http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4 and internal procedures of the University of Split. Maximum travel costs in this case amount to

1.500,00 eur per person. Subsistence costs shall be paid by the University of Split, both for incoming and outgoing beneficiaries. Monthly subsistence costs for incoming students amount to 800,00 eur (in the kuna counter-value).

Daily allowance for incoming staff members amounts to 140,00 eur (in the kuna counter-value). The afore-mentioned amounts shall be paid to beneficiaries in the kuna counter-value upon their arrival to Split and opening of a non-residential bank account.

Duration of mobility of candidates shall be determined by their individual mobility agreements. Detailed instructions shall be sent to selected candidates prior to their mobility.

Mobility numbers

Mobility numbers stated in Section B refer to the entire duration of the present agreement and may be implemented on a one-time basis for the duration of the agreement. Any change in the number of the agreed mobilities or the mobility type(s) shall be negotiated in writing between the partners.

Reporting

The partners agree to support the drafting of the Final Report which is to be submitted by the University of Split to the Croatian Erasmus+ National Agency (Agency for Mobility and EU Programmes) at the end of the project, by providing the relevant information and supporting documents.

Organisational support

The University of Split shall receive organisational support from the Croatian Erasmus+ National Agency for management of incoming and outgoing mobilities. Organisational support shall be used by the University of Split to cover the costs incurred in relation to activities in support of students and staff, both inbound and outbound, to comply with the ECHE principles.

HR SPLIT01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. **students/staff with special needs**) please contact the International Office: erasmus@unist.hr

AVE MARIA:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. **students/staff with special needs**) please contact the Graduate Theology Department: graduatetheology@avemaria.edu

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
HR SPLIT01	Nomination: 15 May Application: 1 June	Nomination: 15 October Application: 1 November
AVE MARIA	Nomination: 15 May Application: 1 June	Nomination: 15 September

		Application: 1 October
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[to be adapted in case of a trimester system]*

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
HR SPLIT01	beginning October– end February (including exam session during February) Winter Break: 24 December-7 January	end February - mid-July (including exam session from mid-June to mid-July) Summer Break: end July-end August
AVE MARIA	Mid-August – mid-December	Mid-January – mid-May

4. 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]*

5. Termination of the agreement

In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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G. Information

1. Grading systems of the institutions

HR SPLIT01:

<https://www.unist.hr/en/international>

The Croatian national grading scheme consists of five grades with numerical equivalents:

- 1** – insufficient, fail
- 2** – pass, sufficient
- 3** – good
- 4** – very good

5 - outstanding

The minimum passing grade is 2 (pass, sufficient).

AVE MARIA:

The grading scale is based on a 4.0 scale. Grades, along with points for calculating grade point average, are the following:

Letter	Percentage	Grade Points	Description
A	93-100	4.0	Excellent
A-	90-92	3.7	
B+	87-89	3.3	
B	83-86	3.0	Good
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	Pass
C-	70-72	1.7	
D+	67-69	1.3	
D	63-66	1.0	Low Pass
D-	60-62	0.7	
F	59 and below	0	Failure
P	Pass	(Not used in GPA computation)	
AU	Audit	(Not used in GPA computation)	

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 or city]	Contact details (email, phone)	Website for information
HR SPLIT01	erasmus@unist.hr	http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/united-states-of-america-(the),236.html#p
AVE MARIA	graduatetheology@avemaria.edu	https://www.avemaria.edu/future-students/#international-students

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 or city]	Contact details (email, phone)	Website for information
HR SPLIT01	erasmus@unist.hr	https://www.unist.hr/en/international Beneficiaries are obligated to have health insurance while in Croatia. They may use international health insurance from their home country or choose to be insured at the health insurance company of their choice. It is the responsibility of the beneficiary to organise their health insurance and be insured for the whole mobility period.
AVE MARIA	graduatetheology@avemaria.edu	https://www.avemaria.edu/future-students/#international-students




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 or city]	Contact details (email, phone)	Website for information
HR SPLIT01	erasmus@unist.hr	https://www.unist.hr/en/international International Relations Office can assist beneficiaries in finding accommodation during their stay.
AVE MARIA	graduatetheology@avemaria.edu	https://www.avemaria.edu/future-students/#international-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
HR SPLIT01	Prof. Đurđica Miletić, PhD Vice rector for International Cooperation	13/9/21	 
AVE MARIA	Grace De Salvo, MA Graduate Administrative Assistance	12/18/20	

⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation