



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

Inter-institutional¹ agreement 2015-2017
between institutions from
Programme and Partner Countries²
[Minimum requirements]³

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 ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
University of Rijeka	HR RIJEKA01	Erasmus Mobility Office University of Rijeka Trg braće Mažuranića 10, 51000 Rijeka international@uniri.hr ; www.uniri.hr	http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=173&Itemid=213&lang=en
Macquarie University	Sydney	Macquarie International Macquarie University NSW 2109, Australia international.relations@mq.edu.au	www.mq.edu.au

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

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁶ per academic year

[*Optional: subject area code & name and study cycle are optional.]

FROM	TO	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]			Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
HR RIJEKA01	MACQUARIE UNIVERSITY	023	Languages Language acquisition Literature and linguistics	3	3
		0231			
		0232			
MACQUARIE UNIVERSITY	HR RIJEKA01	022	Humanities (except languages) History and archaeology Philosophy and ethics	4	3
		0222			
		0223			
		023	Languages Language acquisition Literature and linguistics		
		0231			
0232					

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:

⁶ 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>

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR RIJEKA01	022 Humanities (except languages) 0222 History and archaeology 0223 Philosophy and ethics 023 Languages 0231 Language acquisition 0232 Literature and linguistics	English	Croatia		B2
MACQUARIE UNIVERSITY	023 Languages 0231 Language acquisition 0232 Literature and linguistics	English	English		B2

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

⁷ 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>

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.
- 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, 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

- partner institution will organise Erasmus tenders and nominate their staff members who will spend mobility period at UNIRI in the agreed time
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Necessary information on all mobility issues will be published on partner institution' websites.
- 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

[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 including cultural preparation before mobility; the recognition tools used]

Information for Students with Disabilities

The Macquarie Disability Action Plan has been developed to ensure that all of the University's core activities are designed and implemented in order to accommodate the needs of all students, staff and visitors with disability.

The Disability Service provides a range of services based upon a student's individual needs and the recommended support services can vary from student to student in terms of intensity, variety and frequency. These may include the following :

Assessments : a number of adjustments are available including extra time in examinations and alternative examination formats

Learning support : course materials are available in alternative formats including Braille, digital/electronic, e-text or DAISY, large print and spoken word versions. Accredited Auslan interpreters are available for deaf/hearing impaired students and caption hearing loops and FM systems are also available in some teaching spaces. Note-takers can also be provided

Individual assistance : Study Support Assistants may be provided to assist with mechanical tasks such as those found in computing, science and language laboratories. Coaching

services are also available to support students to adjust to the university environment and organise their studies.

Students are encouraged to contact and consult with Disability Services as soon as possible so that services are in place when needed.

Information for Staff with Disabilities

Macquarie's Workplace Health Officer's role is to support staff with disability and offer services to manage their disability and undertake their work duties effectively. These services include reasonable adjustments or reasonable accommodations to the work area, equipment or inherent demands of a position.

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 RIJEKA01	10 th June	10 th November
MACQUARIE UNIVERSITY	31 January	31 August

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*
4. 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."]

G. 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' guide⁸. 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.]

HR RIJEKA01

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

MACQUARIE UNIVERSITY

<http://mq.edu.au/policy/docs/grading/policy.html>

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 RIJEKA01	international@uniri.hr vize@mvep.hr	www.uniri.hr www.mvep.hr/en/
MACQUARIE UNIVERSITY	Kathleen Berezay +61 9850 1867 Kathleen.berezay@mq.edu.au	http://www.mq.edu.au/pubstatic/study/international/travel_planning_and_arrival/student_visa

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

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
HR RIJEK A01	international@uniri.hr hzzo@hzzo.hr	www.uniri.hr www.hzzo.hr
MACQ UARIE UNIV RSITY	Kathleen Berezay +61 9850 1867 Kathleen.berezay@mq.edu.au	http://www.mq.edu.au/study/international/travel planning and arrival/overseas student health cover

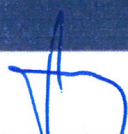
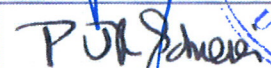
4. Housing

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 RIJEK A01	ssa@uniri.hr	https://www.facebook.com/ss auniri?fref=ts
MACQ UARIE UNIV ERSITY	Macquarie University Accommodation Service Building C10A, Level 1 Macquarie University NSW 2109 Australia Ph: +61-2-9850-7965 Fax: +61-2-9850-6445 Email: housing@mq.edu.au	http://www.students.mq.edu.au/support/accommodation/home/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
HR RIJEKA01	Prof. Pero Lučin, PhD., Rector	1.03.2016.	
MACQUARIE UNIVERSITY	Dr Paul Schreier, Chief Operating Officer	23 Feb 16	



⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation