

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

**Inter-institutional¹ agreement 2016-2020²
between institutions from
Programme and Partner Countries³**

[Minimum requirements]⁴

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 city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb)	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: 00385 1 46 98 105; @: zpitner@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/
Universidad de Quintana Roo	Chetumal, QRoo, MX	Dr. Andreas Koechert, ECSOMECA, UQROO: Phone: +52 983 9835 0300 ext. 141 / 237	http://www.uqroo.mx/planes-de-estudio/doctorados/estudios-culturales-y-sociales-

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 Higher Education Institutions have to agree on the period of validity of this agreement

³ 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.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.




	@: ecsomeca.uqroo@gmail .com	de-mesoamerica-y-del- caribe/
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B. Mobility numbers⁷ 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 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 Traineeships * [Not relevant for 2015 and 2016]
MX Chetumal, QRoo	HR ZAGREB 01	0410; 1015; 0311; 0220	Business and administrat ion; Travel, tourism and leisure; Economics; Humanities	1 st , 2 nd	10 months (2 students x 5 months)	/
HR ZAGREB 01		/	/	/	/	/

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

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

⁷ 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>

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MX Chetumal, QRoo	HR ZAGREB 01	0410; 1015; 0311	Business and administrat ion; Travel, tourism and leisure; Economics	20 days (2 persons x 10 days)	/
		0220	Humanities (Ethnology and Cultural Anthropolo gy)	/	10 days (1 person x 10 days)
HR ZAGREB 01	MX Chetumal, QRoo	0410; 1015; 0311	Business and administrat ion; Travel, tourism and leisure; Economics	7 days (1 person x 7 days)	/
		0220	Humanities (Ethnology and Cultural Anthropolo gy)	7 days (1 person x 7 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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B1]

⁸ 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>



					B2]
HR ZAGREB 01		Croatian	English	B2 according to <u>CEFR</u> or IELTS 5.5 – 6.5 or TOEFL 87-109 or equivalent test/certificate	B2 according to <u>CEFR</u> or IELTS 5.5 – 6.5 or TOEFL 87- 109 or equivalent test/certificate
MX Chetumal, QRoo		Spanish	English	B2 according to <u>CEFR</u> or IELTS 5.5 – 6.5 or TOEFL 87-109 or equivalent test/certificate	B2 according to <u>CEFR</u> or IELTS 5.5 – 6.5 or TOEFL 87- 109 or equivalent test/certificate

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, 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

HRZAGREB01: In case of additional requirements (such as students and staff with disabilities), the partner institution may address the IRO Office UNIZG, @: zpitner@unizg.hr .

Partner university:

In case of additional requirements (such as students and staff with disabilities), the partner institution may address the Dirección General de Cooperación Académica (DGCA):

@: careaga@uqroo.edu.mx.



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 ZAGREB 01	WINTER / 1 ST SEMESTER October 1 to February 28 Winter examination period (no classes) February 1 to 26 Application/nomination by 10 May by email to zeljka.pitner@unizg.hr ; incoming@unizg.hr	SUMMER / 2 ND SEMESTER March 1 to July 15 Summer examination period (no classes) June 13 to July 15 Application/nomination by 10 November by email to zeljka.pitner@unizg.hr ; incoming@unizg.hr
MX Chetumal, QRoo	WINTER / 1 ST SEMESTER September 1 to January 15 Winter examination period (no classes) Application/nomination by May 31 by email to @ escomeca.uqroo@gmail.com	SPRING / 2 ND SEMESTER January 16 to May 15 Spring examination period (no classes) Application/nomination by October 15 by email to @ escomeca.uqroo@gmail.com

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

2. The receiving institution will send its decision within 8 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.
4. Termination of the agreement

The present agreement is valid for the above mentioned period. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on terms as agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated upon prior notice by one of the Universities to the other in writing and not later than one year before the termination date, without prejudice to the activities under way.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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

HRZAGREB01: Grading System at UNIZG: <http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/>

Partner university:

MX UQROO: The ECSOMECA WEB site contains the grading system based on ECTS: <http://www.uqroo.mx/planes-de-estudio/doctorados/estudios-culturales-y-sociales-de-mesoamerica-y-del-caribe/>

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 ZAGREB 01	Zeljka Pitner 00385 1 46 98 105 @: zeljka.pitner@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
MX Chetumal, QRoo	Dirección General de Cooperación Académica (DGCA) Dra. Lorena Careaga Viliesid @: careaga@uqroo.edu.mx	Dirección General de Cooperación Académica (DGCA): http://www.uqroo.mx/movilidad/

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 ZAGREB 01	Zeljka Pitner 00385 1 46 98 105 @: zeljka.pitner@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
MX Chetumal, QRoo	Dirección General de Cooperación Académica Dra. Lorena Careaga Viliesid @: careaga@uqroo.edu.mx	Dirección General de Cooperación Académica (DGCA): http://www.uqroo.mx/movilidad/

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 ZAGREB 01	vlado.levak@sczg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/
MX Chetumal, QRoo	Dirección General de Cooperación Académica Dra. Lorena Careaga Viliesid @: careaga@uqroo.edu.mx	Dirección General de Cooperación Académica (DGCA): http://www.uqroo.mx/movilidad/

H. Roles and responsibilities

The University of Zagreb undertakes to:

- Be responsible for all communication between the partners in the project towards the Croatian National Agency for Mobility and EU Programmes (AMPEU), as well as other relevant third parties such as the EC delegations, embassies, ministries etc.;
- Be responsible for supplying all documents and information to AMPEU which may be required, in particular for application and reporting purposes. Where information from the partner is required, the UNIZG shall be responsible for obtaining and verifying this information and passing it on to AMPEU;



- c) Administer the project grant and fulfil the financial tasks according to the financial provisions set out in the Grant Agreement;
- d) Inform the partner of any event of which the UNIZG is aware that is liable to substantially affect the implementation of the project;
- e) Be responsible, in the event of audits, checks or evaluations for providing all the necessary documents, including the original accounting documents and original mobility documents of the grant holders (students and staff);
- f) Provide a coordination office and the necessary staff to coordinate, implement and administer the project and to facilitate the permanent communication between the partners;
- a) Contribute to wide dissemination of information about the project inside and beyond its institution, and encourage and inform its staff and students to participate in the mobility scheme. UNIZG will operate a website with public information on the project and related academic, financial and administrative information (in Croatian and English), organize promotion activities and publish the information on the project (online / distribute by email to its staff and students);
- b) Facilitate the application procedure and the selection of candidates at its institution respecting equal opportunities and a transparent selection methodology;
- c) Provide information and assistance to both incoming and outgoing students and academic staff: introduction to the host institution, academic advice to students, assistance with practical matters such as accommodation, social security, visa and residence permits, travel, and provision of tutor/mentor for incoming students;
- d) Be responsible for signing the necessary mobility documents with grant holders: students - Learning Agreement for Studies; staff: Staff mobility agreement for teaching and/ or training;
- e) Conclude an individual grant agreement with each incoming and outgoing grant holder, student and staff, and be entirely responsible for the payment of the financial support towards the grant holder; the conditions and payment arrangements will be set in an individual grant agreement of the grant holder;
- f) The UNIZG has the right to terminate the grant agreement, with the grant holder having no right to a financial compensation for damages, in case of bad conduct, ill will, illegal absence, issues of security, breach of the house regulations in force at the host university, or a negative evaluation by the study or research programme in question.
- g) Provide adequate linguistic support to mobile grant holders, which is primarily aimed at facilitating their social and cultural integration in the country;
- h) Assist the partner and monitor its compliance with the obligations taken.

Partner university – Universidad de Quintana Roo (UQROO):

- a. Forward in due time to the UNIZG the data needed to draw up the reports, financial statements, annual applications and other required documents;
- b) Inform the UNIZG immediately of any event liable to substantially affect or delay the implementation of the project of which it is aware;
- c) Provide administrative and / or academic coordinator who will coordinate, implement and administer the project and facilitate the permanent communication between the partners



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- d) Contribute to wide dissemination of information about the project inside and beyond its institution, and encourage and inform its staff and students to participate in the mobility scheme. The partner will organize promotion activities and publish the information on the project online / distribute by email to its staff and students;
- e) Facilitate the application procedure and the selection of candidates at its institution respecting equal opportunities and a transparent selection methodology;
- f) Provide information and assistance to students and academic staff: introduction to the host institution, academic advice to students, assistance with practical matters such as accommodation, social security, visa and residence permits, travel, and provision of tutor/mentor for incoming students;
- g) Be responsible for signing the necessary mobility documents with grant holders: students - Learning Agreement for Studies; staff: Staff mobility agreement for teaching and/ or training;
- h) Provide adequate linguistic support to mobile grant holders, which is primarily aimed at facilitating their social and cultural integration in the country;
- i) Send to the to the UNIZG the original return proof of travel (boarding passes, train/bus tickets...) of its mobile students and staff after the return from mobility.

I. Organizational Support (OS)

Within the project the UNIZG will receive organizational support as contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education and inter-institutional agreement between Programme and Partner Countries. The financing mechanism of the OS is based on the number of participants: ≤100th participant: 350 EUR; > 100th participant: 200 EUR.

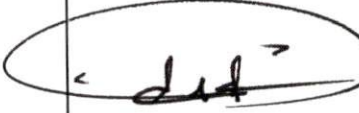
The partners in the project agree that the UNIZG will use OS to cover costs directly linked to the implementation of mobility activities (excluding participant subsistence and travel).

J. Intellectual Property Right

The higher education institutions recognize that the visiting students, researchers and academic staff will sign a separate agreement on confidentiality and the protection of the intellectual property rights of the hosting university, when necessary.



K. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature⁹
HR ZAGREB 01	Professor Damir Boras, PhD, Rector		
Universidad de Quintana Roo, Chetumal, QRoo, MX	Ángel Ezequiel Rivero Palomo, MA, Rector		



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