

ERASMUS+ MOBILITY PROGRAMME

INSTRUCTIONS FOR STUDENTS

ABOUT ERASMUS+ PROGRAMME

1. Duration of student mobility

The duration of student mobility depends on the type of mobility: study visits or student traineeship.

The duration of study visit is between 3 and 12 months. The duration of student traineeship is between 2 and 12 months. Mobility can be shorter exceptionally in case of unexpected circumstances.

One month of mobility refers to the calendar month (28, 29, 30, or 31 days). The activity must be held in continuity, the interruption is not permitted unless there are some justified reasons for this.

Tuition Fee

Erasmus + students do not pay tuition fees at foreign institutions and they have the same rights as full-time students at the foreign institution. Students remain enrolled at their home university for the duration of their mobility and are required to enroll in the next academic year. Students who pay for the study (all except for graduate students) are required to pay the costs of the home study for a period of stay abroad.

2. ERASMUS+ PROGRAMME MOBILITY FOR STUDY VISIT

How to choose foreign higher education institution for study visit?

For Erasmus + Mobility, it is important to choose a foreign higher education institution that offers a study program or courses that are largely compatible with the student program of Algebra University College. The courses and the corresponding number of ECTS credits selected by a student at a foreign higher education institution should be similar to the courses that are part of the curriculum for a particular academic year or semester at the Algebra University College. Contact the International Office of the Algebra University College to help you with the selection of a higher education institution abroad.

Erasmus bilateral agreements

The mobility of students for the purposes of study visit within the framework of the Erasmus + program is realized on the basis of the Erasmus bilateral agreements concluded between the Algebra University College and the foreign higher education institutions holding the Erasmus University Charter.

The list of partner higher education institutions with which Algebra University College already has an agreement with is available on Algebra University College website (<http://algebra.university/international-cooperation/erasmus/>).

Learning Agreement

Before the start of the mobility period, each student has to a Learning Agreement, which lists the courses that will be taken at the host institution and other activities that are required during the study period. The Learning Agreement specifies the corresponding number of ECTS credits that will be awarded to the student for each course or activity. Learning Agreements are signed by: Outgoing Student, Erasmus Coordinator of Higher Education and Host Institution Representatives.

Before signing the Learning Agreement, the home institution (the International Office) should check whether the study program and the description of the course selected by the student at a foreign higher education institution is compatible with the curriculum at the home institution. The student should also write an online assessment of language competences in accordance with Erasmus + Mobility in order to determine the level of knowledge of the language skills to be taught.

Changes to the Learning Agreement are possible if there are objective reasons for this. Each change / supplement should be agreed between all three sides and entered into the Learning Agreement – During Mobility section as soon as possible.

3. ERASMUS+ MOBILITY FOR STUDENT TRAINEESHIP

How to choose a foreign Institution for student traineeship

Student traineeship can be done in companies, institutions, organizations and other entities that have legal status and are located in one of the countries participating in the Program.

Student traineeship cannot be taken in the following institutions:

- EU institutions and other EU organizations including specialized agencies,
- Institutions that run European Union programs.

The student traineeship vacancies can be found:

- With the help of an agency or internet portals, i.e. Europlacement; Globalplacement, ErasmusIntern (<http://erasmusintern.org/>) (please note that the agencies usually have a fee and the registration to the internet portals id often charged to students),
- With the help of Home institution (Algebra University College has a network of

foreign partner companies and institutions where the students can take student traineeships),

- The student can find the traineeship himself/herself.

The student should agree the plan and program of traineeship with Algebra University College and the foreign institution where he/she will take the student traineeship in order to have his/her results recognized upon the return to the Algebra University College.

If recognition is not possible, Algebra University College is obliged to record the experience of student traineeship in the Diploma Supplement.

Learning Agreement - Student Mobility for Traineeship

It is not necessary to sign a bilateral agreement with a partner organization in which the student will do the traineeship because mutual relations are regulated by the Learning Agreement - Student Mobility for Traineeship document. Before leaving for mobility, a Learning Agreement - Student Mobility for Traineeship document should be signed. The student should also do an online assessment of language competences in accordance with Erasmus + mobility to determine the level of knowledge of language skills in which traineeship will be maintained. Learning Agreement - Student Mobility for Traineeships are signed by: Outgoing Student, Erasmus Coordinator of the Higher Education Institution and host institution representatives.

Any subsequent amendment is possible if there are objective reasons for this, and no later than one month after the students arrival in the organization where he / she will undertake the student traineeship. Each change / supplement should be agreed between all three sides and entered into During Mobility section of the Learning Agreement - Student Mobility for Traineeship as soon as possible.

The Learning Agreement - Student Mobility for Traineeship includes the following: the plan of student traineeship, the learning outcomes with regard to the knowledge, skills and competences that the student needs to acquire, the mentoring, the relationship between the traineeship and the study, the achieved results that will be recognized upon completion of the traineeship.

4. APPLICATION PROCEDURE

Application form is available on web site of Algebra University College: <http://www.algebra.university/international-cooperation/erasmus/>.

The application should contain a properly completed application form sent by e-mail to the Erasmus coordinator address entitled "For Erasmus + call for proposals" and signed together with the CV and the transcript of the grade according the deadlines defined by the call.

5. THE SELECTION PROCEDURE

The selection procedure for students applying for the Erasmus+ Call for proposals is carried out by Algebra University College. The Commission for Erasmus+ mobility program is responsible for conducting the selection process on the basis of a public announcement.

The basic selection criteria are:

- The average grades from the start of the study program enrolled,
- The number of courses passed from previous semesters,
- Motivation letter
- The certificate about the institution where the student plans to go for mobility.

The results of the selection procedure will be announced on the web site of Algebra University College and on the digital notice board of the digital student service Infoeduka.

6. AFTER THE ACCEPTANCE OF APPLICATION FOR ERASMUS + MOBILITY

Nomination of Erasmus+ students

Following the implementation of Erasmus+ Mobility Call for Applications, the International Office of Algebra University College will nominate selected Erasmus+ students to foreign institutions for the purpose of implementing study visit and / or student traineeship. The foreign institution reports to Algebra University College on the acceptance or rejection of Erasmus + students nominated for mobility.

Application to the foreign institution

After accepting the nomination, the Erasmus+ student is obliged to submit application to the foreign institution using the prescribed application forms, which are available on the website of the institution. The student must be personally informed via the foreign institution web site about all the details and deadlines for applying for study visit and / or student traineeship, and fill out all necessary forms and collect the application documents. Application form and other supporting documents the student should submit to the International Office of Algebra University College.

If the student applies via on-line service at foreign exchange partner institution, the application should be printed and submitted to the International Office of Algebra University College.

The acceptance letter

Upon receiving the application, the foreign accepting institution sends the student an Acceptance Letter as well as other instructions for the realization of the students' mobility. The instructions and the Acceptance Letter are sent to the student's e-mail or mail to the student's home address. The Acceptance Letter is used as proof / approval for participation in the Erasmus + Program and a Grant Agreement is prepared on the basis of the Acceptance Letter. The Acceptance Letter may also be required to obtain a student visa.

The student must submit a copy of the Acceptance Letter to the International Office of Algebra University College.

Agreement between the University and the student on granting financial support

Before the start of the mobility period, the Algebra University College and Erasmus + student will sign the Grant Agreement. The treaty deals with the mutual rights and obligations related to staying abroad and the granting financial support. On the basis of this Agreement, Algebra University College grants the student financial support. The grant is paid in HRK equivalent in the form of a prepayment amounting to 80% of total approved financial support. The remaining 20% of the grant will be paid to the student after the end of the mobility and after the approval of the Final Report.

Health insurance during the mobility

The European Health Insurance Card (EHIC) is necessary for health insurance during the student mobility. Access to health care is provided to students from the European Union countries during their temporary stay in Croatia through the European Health Insurance Card (EHIC), which is issued by their national health insurance providers.

Insured persons of Croatian Health Insurance Fund (CHIF) are entitled to the European Health Insurance Card - abbreviated name EHIC. Based on the EHIC, the insured person of CHIF, who is suddenly taken ill, injured or experienced an accident in the territory of another EU Member State during his temporary stay, has the right to use healthcare which can not be delayed until his planned return to Croatia, on the cost of CHIF funds. More information can be found here: <http://www.hzzo.hr/en/ehic-card/>

Student visa

Students who use Erasmus+ mobility should have a student visa and inform themselves about the visa issuance process. The application for issuing a student visa is submitted to the relevant embassy or consular office in the Republic of Croatia after receiving the Acceptance Letter from a foreign university. The list of embassies and consular offices in the Republic of Croatia is available on the Ministry of Foreign and European Affairs website, www.mvep.hr.

Travel and accommodation abroad

Students selected for the Erasmus+ mobility program are obliged to arrange travel and accommodation abroad themselves.

7. AFTER THE ERASMUS+ MOBILITY

Obligations of a student upon return to the Algebra University College

No later than two weeks after the end of mobility, the student is required to submit to the International Office of Algebra University College the following documents:

- Statement of Host Institution (certificate issued by a foreign institution or organization specifying the exact period of student mobility) which is the only relevant document on the basis of which is the actual number of months spent by a student in a foreign institution,
- Transcript of Records (list of all the courses that the student has attended with the relevant grades and ECTS credits for executed activities) and / or the Transcript of Work (for students who have completed their traineeship mobility) - what can be part of LA: for traineeship After the Mobility / D chart, and for study visit After the Mobility section)
- Final Report (Digital Record in Mobility Tool + / EU Survey),
- The student should write a second online language assessment test based on which he / she will learn how to improve his / her language skills