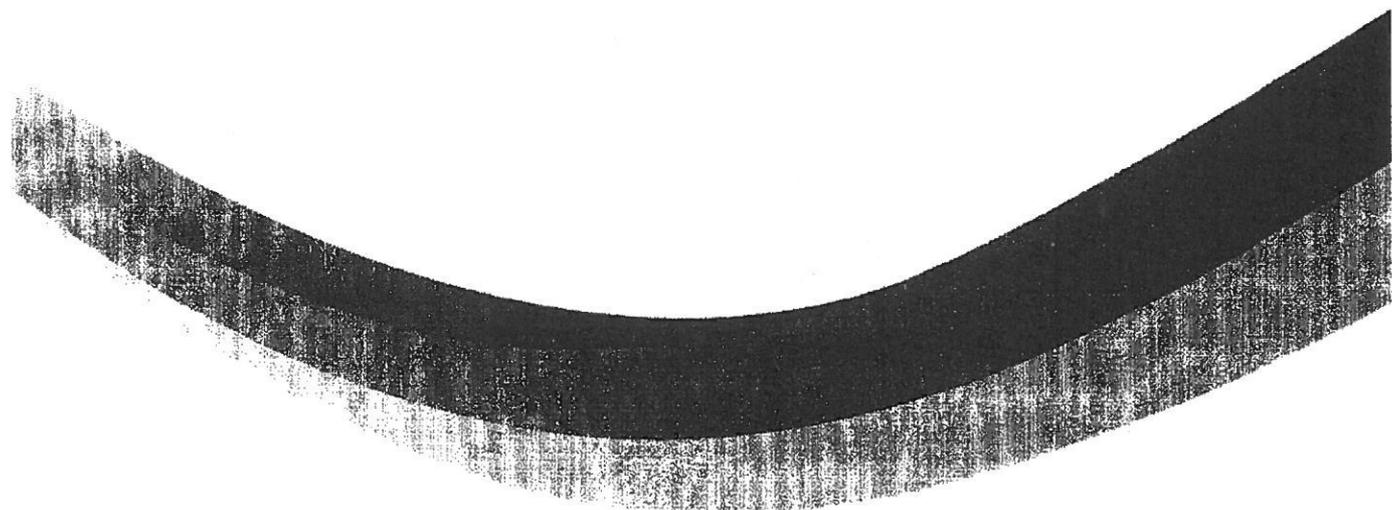


# COOPERATION AGREEMENT



**COOPERATION AGREEMENT**  
"BLUE KEP" Project  
Blue Knowledge Exchange Programme and Integration system  
in the Cross-Border Area

This Agreement governs the relationship between:  
On the one hand:

**Informest Gorizia,**  
**ISIS Brignoli-Einaudi-Marconi Gradisca d'Isonzo (Gorizia)**  
and  
**EnAIP Friuli Venezia Giulia Pasian di Prato (Udine)**

hereinafter referred to as:  
"Italian partner"  
"Italian schools"

and on the other hand:

**RRA Public Institution Development Agency of Šibenik Knin County**  
**Industrial and crafts school Šibenik**

Hereinafter referred to as

"Croatian partner"  
"Croatian school"

**Framework of the agreement**

This Agreement, which all parties declare they have read and approved, governs the relationship between the above parties and defines the rights and obligations associated with their participation in the afore mentioned programme and the provisions related to the arrangements for the student mobility in the framework of the BLUE KEP Project. This includes the didactic training programme (including the testing of one or more international modules), apprenticeships in companies, social and cultural activities, accommodation and food, local transport where necessary, airport transfer, insurance, tutoring, monitoring and follow-up activities.

*BLUE KEP - Blue Knowledge Exchange Programme and Integration of education systems in the Cross Border Area* - is a project co-funded by the European Union whose aim is to integrate the Adriatic School systems with the aim to achieve a more competitive secondary education and to create opportunities for student mobility and for reciprocal recognition of secondary school programmes and diplomas, thus contributing to increased connections between the secondary education system and the Adriatic labour market.

The BLUE KEP project addresses 40 students from 12 accredited schools of the Adriatic area, having the possibility to carry out a mobility programme of 40-45 days in a foreign country, as shown in the table below:

COUNTRY	SCHOOL	CITY	NUMBER OF OUTGOING STUDENTS
Italy	ISIS A. Malignani	Udine	3
Italy	ISIS Nautico Galvani	Trieste	4
Italy	ISIS Brignoli Einaudi Marconi Gradisca	Gradisca d'Isonzo (GO)	4
Italy	ENAIP FVG	Pasian di Prato (UD)	
Italy	IIS Volterra-Elia	Ancona	3
Italy	ITT Montani	Fermo	4
Italy	IIS Fazzini-Mercantini	Grottammare (AP)	3
Croatia	Technical School Pula	Pula	3
Croatia	Industrial and Craft School	Šibenik	3
Croatia	Technical School Šibenik	Šibenik	2
Croatia	Traffic Technical School Šibenik	Šibenik	3
Croatia	Nautical School Split	Split	8

The Italian and Croatian organisations (partners, schools, and service providers if involved) will act as both sending- and receiving organisations, since the foreseen mobility is conceived as an exchange. Therefore, this Agreement will cover their role both as a sending- and as a receiving organisation).

The mobility programme will start in early March 2019 and will end in July 2019. The training programme including a timetable is agreed jointly among the sending and receiving school, the partner organisations and companies involved, and is included in the "Mobility Training Programme" and "Annex 1 - Timetable", templates are enclosed to this Agreement.

The implementation of the mobility programme aims at:

- enhancing the framework conditions for innovation in nautical and maritime sectors within the cooperation area, by strengthening integration of education systems in the cross-border area through the harmonization of the technical education systems;
- making students learn through practical experience and get to know languages and cultures of other Adriatic countries;
- making students aware of different social and cultural contexts and of an increased globalised environment, throughout the exposure to other cultures;
- empowering students to be more competitive on the global labour market;
- allowing students to broaden their possibilities in terms of university choices.

In consideration to the above it has been agreed that:

### **Article 1: Object**

The Italian and the Croatian partners, schools and service providers, when acting as a **receiving organisation**, undertakes to organise and carry out the following training programme for the selected students of the matched sending schools:

- A mobility programme of 40-45 days consisting of approximately 15 days of didactic school activities in the receiving school and approximately 30 days of apprenticeship in a company with which the receiving school/partner cooperate.
- Some social and cultural activities

The detailed content of the mobility programme and timetable will be described by using the "Mobility Training Programme" Template and "Annex 1 - Timetable" Template, whose templates form entire part of this Cooperation Agreement.

### **Article 2: Duration of the Agreement**

The mobility programme for the Italian students shall run for 44 days, from 02/03/2019 to 16/03/2019 and from 17/06/2019 to 15/07/2019.

The mobility programme for the Croatian students shall run for 42 days, from 17/03/2019 to 30/03/2019 and from 28/04/2019 to 25/05/2019.

This Agreement covers the entire 40-45-day mobility period and continues to be valid until all the duties, as indicated in article 3 and 4, have been fulfilled, or completed within the deadline fixed by the parties involved.

### **Article 3: Obligations of the Sending organisations**

The Italian and Croatian partner, -schools when acting as a **sending organisation** undertake to:

- Select the students who will participate in the mobility period.
- Send by e-mail to the receiving organisation at least 2 weeks before the arrival of students: Cover letters and CVs in English, and the student Info Sheet, in order to give reasonable time to the receiving organisations to arrange the most appropriate work placements and accommodation.

- Organise at least one preparatory meeting, carried out before the departure (cultural and guidance preparation) with the aim to provide the students with appropriate expectations and to facilitate integration and adaptation of the students in the host country.
- Carry out at least 20 hours of language training (in English and/or in the language of the host country, i.e. Croatian or Italian) before departure in order to ease the integration of the foreign students in the host country.
- Ensure an accompanying person/teacher who will accompany the students to/from the host country and be present with the students during the entire mobility period.
- Organise airport/seaport collection and return (transfer between the airport/seaport and the accommodation in the host country).
- Ensure that the participating students and the accompanying teachers will benefit from the same insurance coverage as granted by the school to own students.
- Ensure that the participating students and the accompanying persons/teachers are covered, in addition, by an insurance covering third party civil responsibility, reimbursement of health expenses (including health repatriation), death and permanent disability as an integration to the insurance granted by the school for own students.
- Ensure that the participating students and the accompanying persons/teachers are in possession of the European health insurance card.
- Organise a follow-up meeting at the end of the programme (at the return of the students in the country of origin) to evaluate the mobility activities together with the students.
- Cooperate with the receiving partner, -school, in order to jointly evaluate the exchange and mobility period and to analyse results achieved in the framework of the BLUE KEP project.
- Acknowledge school credits defined by the ECVET methodology.

#### **Article 4: Obligations of the Receiving organisations**

The Italian partner, -schools, when acting as a Receiving organisation undertake to:

- Host 3 students from Croatia and 1 accompanying person/teacher covering the whole mobility period (also in case arrangement of more than one accompanying person/teacher is made).

The Croatian partner, -school, -service provider, when acting as a Receiving organisation, undertake to:

- Host 4 students from Italy and 1 accompanying person/teacher covering the whole mobility period (also in case arrangement of more than one accompanying person/teacher is made).

The Italian and Croatian organisations when acting as a Receiving organisation undertake to:

- 1) Take the measures necessary for the organisation, implementation and efficient operation of the 40-45-day mobility programme referred to in this Agreement, in accordance with the terms and objectives of the didactic-, apprenticeship-

social and cultural training programme as will be agreed in line with the templates of the "Mobility Training Programme" and its "Annex 1 - Timetable".

In particular, the Receiving organisation will:

- a. Provide an approximately 15-day didactic school programme that is relevant to the students' knowledge and field of study.
  - b. Provide an approximately 30-day apprenticeship programme in companies with which the receiving organisations cooperate by ensuring:
    - i. that the work placement is appropriate to the students' field of study
    - ii. a company tutor;
    - iii. tutoring and monitoring provided regularly by the host school and/or the partner organisation;
    - iv. that work hours will be between 4-8 hours per day (work hours shall under no circumstances exceed 8 hours per day and night shifts are not allowed).
    - v. proximity to the accommodation of the student, and hosting school where relevant, if not possible local transport shall in any case not exceed 1 hour.
  - c. Organise at least three extra-scholar single day recreation/leisure offers to the students in the week-end (i.e. local tourist historical-cultural visits in the host region/area).
- 2) Provide the sending organisations with full information and details about the mobility programme (including the didactic school programme, the international modules and information about the work placements), food and accommodation and arrangements for local transport (between the accommodation, the school and the company), also with the help of the "Mobility Training Programme" and the "Company Info Sheet", at least 2 weeks before arrival.
  - 3) Provide accommodation for the students and for the accompanying person/teacher, in e.g. host families, school dormitory, hostel, etc. for the entire stay from the day of arrival in the host country to the day of departure. Non-mixed rooms should be provided (respect to gender) and with max 2 students per room (except in justified cases). Private room including private bathroom should be provided for the accompanying person/teacher. The accommodation should correspond to at least 2-star level. Provision of clean towels, bedlinen and laundry and ironing equipment should be ensured. The location of the accommodation shall be in proximity to the hosting school, if not possible local transport shall in any case not exceed 1 hour. Similar board and accommodation conditions for students and the accompanying persons, shall be organised (in the same place) if possible.
  - 4) Provide appropriate full board (breakfast, lunch, dinner) i.e. 3 daily complete meals through one of-, or through a mix of the following examples: weekly provided pocket money, meals in the school canteen, meals in agreed restaurants, meals in the family, etc. for a total of 40-45 days, and according to what will be agreed in line with the "Mobility Training Programme" template. In case weekly pocket money will be provided, the amount shall correspond to the Country's price level for a complete meal. Meals shall be provided within the accommodation site, the hosting school or in a proximity location, according to what will be agreed in line with the "Mobility Training Programme" template. Dietary requirements shall be respected as previously agreed on between the sending and receiving organisations.
  - 5) Provide a travel card for local transport where necessary, together with information on transport timetable and how to reach the relevant destinations.

- making it possible to commute between the accommodation, the school and the work place, and if foreseen to be able to travel in the host city.
- 6) Cooperate with the accompanying person/teacher of the sending organisation and together coordinate tutoring, monitoring and follow-up activities.
  - 7) Guarantee at least 10 hours per week of school activities providing as well linguistic support (if possible) where training activities are not carried out in English.
  - 8) Provide a specific safety training course, according to national legislation, to be realised before the start of the work placement, in order to allow the mobility students to carry their training in the selected host companies.
  - 9) Provide guidance and logistic support.
  - 10) Ensure continuous tutoring, monitoring and follow-up during the mobility period, conducted both by the receiving partner, -schools and by the tutor of the companies involved.
  - 11) Inform the sending organisations immediately of any change to the programme previously agreed, or of any problem that may arise during the mobility period.
  - 12) Cooperate with the sending organisations in the drawing up of the following documents:
    - a. Europass-mobility
    - b. ECVET Learning Agreement incl. its annexes
    - c. Attendance sheet of the didactic school activities (incl. international modules) for each student
    - d. Attendance sheet of the apprenticeship for each student
    - e. Student final assessment grid.
  - 13) Provide an exhaustive Final Report, including the training programme, apprenticeship, social and cultural activities, tutoring, monitoring and follow-up activities and organisational and practical arrangements carried out.
  - 14) Ensure that all facilities and locations used during the programme comply with the appropriate health and safety laws of the host country.

#### Article 5: Description of tasks of the students

The tasks to be performed by the students in the framework of the mobility period governed by this Agreement will be described by using the "Mobility Training Programme Template" and "Annex 1 - Timetable Template".

#### Article 6: Financial provisions

The financial provisions agreed on by the contracting parties of the present Cooperation Agreement is as follows:

- The sending organisations in charge of the mobility budget is responsible to sustain:
  - International travel costs, e.g. flight ticket and return, boat ticket and return between Italy-Croatia or Croatia-Italy for its own outgoing students and for the accompanying person/teacher, according to the mobility period agreed upon between the parties.
  - Insurance covering the entire mobility period including travel days for its own outgoing students, and for the accompanying person/teacher, covering the number of days of stay as agreed upon with the host organisations.

- The receiving organisation, in charge of the mobility budget, is responsible to sustain costs for:
  - Accommodation as referred to in article 4 of this Agreement and according to the agreements in the “Mobility Training Programme” for the students coming from the sending schools.
  - Full board as referred to in article 4 of this Agreement and according to the agreements to the “Mobility Training Programme” for the students coming from the sending schools.
  - Local Transport, as referred to in article 4 of this Agreement and according to the agreements in the “Mobility Training Programme” for the students coming from the sending schools.
  - Accommodation, full board and local transport for the accompanying person/ teacher of the sending partner, -schools and as referred to in article 4 of this Agreement and according to the agreements in the “Mobility Training Programme”

Partners commit themselves to ensure student mobility (i.e. in sending and hosting students), in accordance with the table on page 2, i.e. with regards to the numbers of outgoing and incoming students.

In case of renouncement of a mobility student of a sending school takes place before the departure of the mobility period, the following shall be observed:

1. The renouncing student shall be replaced by selecting the next eligible student on the reserve list of the same school;
2. In case there is no more eligible students left on the reserve list, selection of a student from the reserve list of another participating Blue-KEP school of the same sending Partner territory, shall be made;
3. In case there is no more eligible students left on the reserve list of the sending schools, the sending Partner in collaboration with the sending schools shall reopen the call for selection of students in order to select a new student (being major, at least 18 years old).

In case of interruption of a mobility student of a sending school takes place during the mobility period, the following shall be observed:

1. If the student has completed at least 70% of the mobility period, calculated on the total number of mobility days, including the days of travel, as stated in Article 2 (Duration of the Agreement) the mobility period is considered to be completed;
2. If the interrupted period is less than 70% of the mobility period, calculated on the total number of mobility days, including the days of travel, as stated in Article 2, the interrupting student shall be replaced by another student, by following the same modalities as indicated in the previous paragraph (renouncement). The aim is to be able to complete at least 70% of the mobility period, calculated on the total number of mobility days of both the interrupting student and of the replacing student.

Replacements, both for renouncement and interruptions must be compatible with the project period and project requirements and the newly replaced student must in any case return to the country of origin no later than by end of July 2019.

#### Article 7: Confidentiality

Both parties commit to respect strict confidentiality about any part of the contract as foreseen by the Regulation (EU) 2016/679 (General Data Protection Regulation).

#### **Article 8: Jurisdiction Clause**

Failing amicable settlement, the court of the city of Gorizia (Italy), indicated in the Art. 20 of the BLUE KEP “Partnership Agreement”, shall be the venue for all legal disputes arising between the contracting parties in respect of this Agreement.

**In duplicate in English**

**SIGNATURES** (wording: "Read and approved")

For the Italian organisations:

Italian partner

Mr/Ms SANDRA SODINI

Signature/Stamp



Done at \_\_\_\_\_

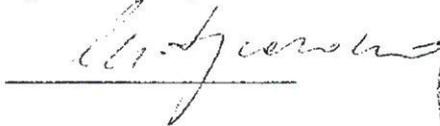
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Italian School

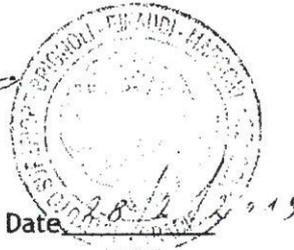
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Signature/Stamp



Done at STARANZANO

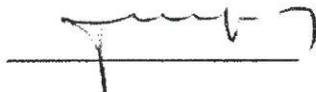
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Italian School

Mr/Ms PAOLA STUPARICH

Signature/Stamp



Done at PASIAN DI PRATO

Date: 01/03/2019



**SIGNATURES** (wording: "Read and approved")

For the Croatian organisations:

Croatian partner

Mr/Ms MIRA LEPUK

Signature/Stamp



Done at Šibenik

Date: 01/03/2019

Croatian school

Mr/Ms ZORAN ŽIVKOVIĆ

Signature/Stamp



Done at ŠIBENIK

Date: 01/03/2019

