



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016/17-2020/2021² between programme countries

[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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Zagreb Faculty of Chemical Engineering and Technology	HR ZAGREB 01	<u>Institutional coordinator:</u> Ida Ogulinac (Ms), erasmus.coordinator@unizg.hr, Tel: +385-1-46-98-128 <u>Faculty coordinator:</u> Marko Rogošić (PhD), mrogosic@fkit.hr, Tel: +385-1-45-97-281	http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/studies-and-courses-in-english/ http://www.fkit.unizg.hr
Universitat Politècnica de Catalunya (UPC-BarcelonaTech) Escola Tècnica Superior d'Enginyeries Industrial, Aeroespacial	E BARCELO03	Deputy Directors for International Relations: Prof. Jasmina CASALS C. Colom, 11. 08222-Terrassa (Barcelona) Spain. Tel.: +34 93 7398989 Fax. +34 93 7398784/8101	www.upc.edu www.eseiaat.upc.edu

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

i Audiovisual de Terrassa (ESEIAAT)		Prof. Santiago FORCADA Tel.: +34937398217 Fax. +34937398225 E-mail: incoming.eseiaat@upc.edu Erasmus+ Agreement's Officer: Pilar Serrano E-mail: international.eseiaat@upc.edu	
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B. Mobility numbers⁵ 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 of the sending institution]	TO [Erasmus code 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 *
HR ZAGREB 01	E BARCELO03	0711	Chemical engineering and processes	1 st , 2 nd	2 x 5 = 10	2 x 3 = 5
E BARCELO03	HR ZAGREB 01	0711	Chemical engineering and processes	1 st , 2 nd	2 x 5 = 10	2 x 3 = 5

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>)

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 *
HR ZAGREB01	E BARCELO03	0711	Engineering and engineering trades	10 days (2 persons x 5 days)	5 days (1 persons x 5 days)
E BARCELO03	HR ZAGREB01	0711	Engineering and engineering trades	10 days (2 persons x 5 days)	5 days (1 persons x 5 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR ZAGREB01	0711	Croatian	English	B2	B2
E BARCELO03	0711	Catalan/Spanish	English*	B2	B2

* For more details on the language of instruction recommendations, see

<http://www.eseiaat.upc.edu/ca/international-office/international-students/admission-procedure>

<http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/studies-and-courses-in-english/>

D. Additional requirements

UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give

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>

general orientation to people with disabilities; but no additional personnel or economic support is provided.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01	10 th May	10 th November
E BARCELO03	from the 1st of April to the 15th of June	from the 1st of October to the 15th of December

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

2. The receiving institution will send its decision

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01	In 4 weeks	In 4 weeks
E BARCELO03	In 2 weeks	In 2 weeks

3. A Transcript of Records will be issued by the receiving institution

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01	In 4 weeks	In 4 weeks
E BARCELO03	No later than 4 weeks (exams period finishes)	No later than 4 weeks (exams period finishes)

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."

F. Information

1. Grading systems of the institutions

UPC:

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

HR ZAGREB 01:

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

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]	Contact details (email, phone)	Website for information
HR ZAGREB01	incoming@unizg.hr +385 (1) 468105	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
E BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/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]	Contact details (email, phone)	Website for information
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
E BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students In concrete, for insurance: https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance

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]	Contact details (email, phone)	Website for information
HR ZAGREB01	vlado.levak@sczg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/student-counselling-and-support-services/housing/
E BARCELO03	Students going to ESEIAAT (UPC) (Terrassa Campus): mobilitat@ct.upc.edu telephone: (+34)-739 86 08 / 81 32 Central Office: International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	http://www.upc.edu/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
HR ZAGREB01	Prof. Bruno Zelić, Dean	5/10/2016	
E BARCELO03	Prof. Jasmina Casals Deputy Director for International Relations	4/10/2016	

KLASA: 910-08/16-04/2
 URBROJ: 251-373-1-16-38
 Zagreb, 05.10.2016.

⁷ Scanned signatures are accepted