Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1
Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme [1]

The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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

Validity period of the agreement

Timeframe	Academic Year*
Start of validity	2022
End of validity	2023

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[2] (email, phone)	Websites (General/Faculties/ Course catalogue)
Sveučilište u Zagrebu (University of Zagreb) Fakultet kemijskog inženjerstva i tehnologije (Faculty of Chemical Engineering and Technology)	HR ZAGREB 01	Institutional coordinator: Renata Hranjec (Ms), erasmus.coordinator@unizg.hr, Tel: +385-1-46-98-128 Faculty coordinator: Prof. Zvjezdana Findrik Blažević (PhD), zfindrik@fkit.hr, Tel: +385 1 4597 281	http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/
Universitat Politècnica de Catalunya (UPC) This agreement corresponds to the **School of Industrial, Aerospace and Audiovisual Engineering of Terrassa (ESEIAAT)**	E BARCELO03	Erasmus+ institutional coordinator of UPC: Mrs. Helena MARTINEZ (helena.martinez@upc.edu) Coordinator in ESEIAAT: Dr. Ignacio Gil (mobility.eseiaat@upc.edu)	General website of UPC: www.upc.edu Website of UPC International Relations Bureau: www.upc.edu/sri Website of the faculty: https://eseiaat.upc.edu/ca/international-office Course catalogue for incomings: https://eseiaat.upc.edu/ca/international-

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

				office/incomings/study-at-eseiaat

B. Mobility numbers[3] per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)*	Number of student mobility periods	
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]
HR ZAGREB 01	E BARCELO03	0711	Chemical Engineering and Processes		1st 2nd	2	10
E BARCELO03	HR ZAGREB 01	0711	Chemical Engineering and Processes		1st	2	10

X Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]

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[3] Mobility numbers can be given per sending/receiving institutions and per education field (optional*: https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf)

HR ZAGREB 01	E BARCELO03	0711	Chemical Engineering and Processes	2	10		
E BARCELO03	HR ZAGREB 01	0711	Chemical Engineering and Processes	2	10		

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR ZAGREB 01		Croatian	English	B2	C1
E BARCELO03		Catalan, Spanish	EN (Final Degree Thesis and limited numbers of subjects)	B2 English recommended B2 Spanish just in case of attending courses lectured in Spanish	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB 01	1st of March to 1st of May	1st of September to 1st of November

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[4] 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

E BARCELO03	15th May	15th November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB 01	15th May	10th November
E BARCELO03	From 1st April to 15th June	From 1st October to 15th December

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB 01	incoming@unizg.hr, +385 1 46 98 165	http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/
E BARCELO03	incoming.eseiaat@upc.edu +34937398989/8934/8214	https://eseiaat.upc.edu/ca/international-office/incomings/admission-procedure

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
HR ZAGREB 01	- Transcript of records - Learning agreement - Curriculum vitae - Passport or identity card - Insurance (including health,		

	repatriation and civil liability) - Passport photo - Spanish skills form (if applicable) - Portfolio (if applicable)		
E BARCELO03	- Transcript of records - Learning agreement - Curriculum vitae - Passport or identity card - Insurance (including health, repatriation and civil liability) - Passport photo - Spanish skills form (if applicable) - Portfolio (if applicable)		

The receiving institution will send its decision no later than **5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
HR ZAGREB 01	Students with: motor impairments, visual impairments, hearing impairments, chronic diseases, mental difficulties, specific learning difficulties such as dyslexia, dysgraphia, ADHD.		Office for Students with disabilities, e-mail: uredssi@unizg.hr, +385 (0)1 4564 405, +385 (0)99 4593 578	www.unizg.hr/ho mepage/internat ional-exchange/excha nge-students/student -services/office-for-students-with-disabilities/
E BARCELO03	- Reduced mobility - Hearing impairments - Visual impairments - …	-Most of campus facilities are adapted for people with reduced mobility. For the student with special needs, accessibility to the classrooms is checked before starting classes. -Magnetic or induction loop for people with hearing impairments - If needed, there are computer programs for people with visual impairments	oficina.inclusio@upc. edu Alternatively: International Students Office oficina.mobilitat.in ternacional@upc.e du telephone: (+34)- 93 401 69 37	https://translate .google.com/tran slate?sl=ca&tl=e n&u=https://incl usio.upc.edu

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
HR ZAGREB 01	- Reduced mobility - Hearing impairments - Visual impairments		Office for Students with disabilities, e-mail: uredssi@unizg.hr, +385 (0)1 4564	www.unizg.hr/ho mepage/internati onal-exchange/exchan ge-students/student

			405, +385 (0)99 4593 578	-services/office-for-students-with-disabilities/
	- ...			
E BARCELO03	- Reduced mobility - Hearing impairments - Visual impairments - Disorders from the Autism Spectrum	With an individualized interview we assess the student's needs for support. There is one Inclusion Officer in each UPC school. Among other services: Professor tutor. Collaborating students. Inclusion Meetup for students with Disorders from the Autism Spectrum. Magnetic or induction loop for students with hearing impairments. More time to make the exams, if the student has this adaptation at home university. Psychological Counseling Service.	oficina.inclusio@upc.edu Alternatively: International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://translate.google.com/translate?sl=ca&tl=en&u=https://inclusio.upc.edu

F. Information

1. 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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB 01	incoming@unizg.hr, +385 1 46 98 165	www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/
E BARCELO 03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/en/students/students-mobility-office/incomings And specifically, for housing: https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/accommodation

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 ZAGREB 01	incoming@unizg.hr, +385 1 46 98 165	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/en/students/students-mobility-office/incomings And more specifically for visas: https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/visa-for-non-eu-students

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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:

Instituti on [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB 01	incoming@unizg.hr, +385 1 46 98 165	http://www.unizg.hr/homepage/internati onal-exchange/exchange- students/before-coming-to-zagreb/
E BARCELO 03	International Students Office oficina.mobilitat.internacional@up c.edu telephone: (+34)- 93 401 69 37	All international students coming to UPC have to book a private insurance that covers them during all the stay and that includes medical expenses, hospitalisation, civil liability and repatriation. (Students of EU nationality, in addition to this, are highly recommended to obtain in their country, before coming, the European Union Health Card.) https://www.upc.edu/sri/en/students/stu dents-mobility-office/incomings Specifically, for insurance: https://www.upc.edu/sri/en/students/stu dents-mobility-office/incomings/prepare- your-trip/insurance

4. Additional information

Receiving institutio n [Erasmus code]	Informatio n on recognitio n process / other useful informatio n:	Contact details (email, phone)	Website for information
HR ZAGREB 01	ECTS and Grading System		www.unizg.hr/homepage/study-at- the-university-of-zagreb/academic- information/the-ects-system-and- student-progress-assessment/

E BARCELO03		General inquiries (used by partners) mobility.eseiaat@upc.edu General inquiries (used by incoming students) incoming.eseiaat@upc.edu Agreements, visiting staff mobility.eseiaat@upc.edu	https://eseiaat.upc.edu/ca/international-office

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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
HR ZAGREB 01	Prof. Ante Jukić, Dean	5/11/21	
E BARCELO03	Prof. Ignacio Gil, Deputy Director for International Relations	5/11/21	

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[5] Scanned signatures are accepted