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**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2017-2021   
between programme countries**

**Minimum requirements**

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[[2]](#footnote-2)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| **University of Zadar**  **Department of …** | **HR ZADAR01** | **Erasmus Institutional Coordinator:**  Maja Kolega, Head of the International Relations Office, University of Zadar  Mihovila Pavlinovića 1, 23 000 Zadar (Croatia)  Phone: +385 23 200 642 Fax: +385 23 316 882  E-mail: [mkolega@unizd.hr](mailto:mkolega@unizd.hr)  **Departmental Coordinators:** <http://www.unizd.hr/eng/international-relations/student-mobility/erasmus-coordinators-at-departments> | **International Relations Office:**  <http://www.unizd.hr/InternationalRelations/InternationalRelationsOffice/tabid/5277/language/en-US/Default.aspx>  **Course Catalogue:**  <http://www.unizd.hr/InternationalRelations/Studentmobility/CourseCatalogue/tabid/5381/language/en-US/Default.aspx>  **International Student Guide:**  <http://www.unizd.hr/Portals/0/ms/md/en/Guide_2017_2018_web.pdf?ver=2017-08-29-133529-987>  **Departmental Pages:**  <http://www.unizd.hr/eng/international-relations/student-mobility/course-catalogue/course-catalogue-by-departments> |
| XXX |  |  |  |

*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, 1st , 2nd or 3rd]*** | **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 ZADAR01 | XXX |  |  |  | .. X .. months [= … total] | Only by individual agreement |
| XXX | HR ZADAR01 |  |  |  | .. X .. months [= … total] | Only by individual agreement |

*[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 ZADAR01 | XXX |  |  | .. […] | Only by individual agreement |
| XXX | HR ZADAR01 |  |  | .. […] | Only by individual agreement |

**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[[3]](#footnote-3)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| HR ZADAR01 |  | Croatian | English/Other language of instruction | B2:  English/ Other language of instruction | B2 – C1:  English/ Other language of instruction |
| XXX |  |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

**HR ZADAR01:**

For all about the language requirements please visit the web page: <http://www.unizd.hr/eng/international-relations/student-mobility/language-requirements>

**D. Additional requirements**

**HR ZADAR01:**

**Staff Mobility for Training and for Teaching**:the University of Zadar welcomes applications from foreign Staff for a training/teaching period; however it is at the discretion of the department concerned whether or not to accept a staff visitor.

The training period cannot be scheduled during the summer break (during July and August). The teaching period cannot be scheduled during the summer break and exam periods (during June, July, August, September and February). For more information please visit the web page: <http://www.unizd.hr/eng/international-relations/staff-mobility>

**Student Mobility for Traineeships:** for all the requirements please visit the web page: <http://www.unizd.hr/eng/international-relations/student-mobility/erasmus-plus-internship-at-university-of-zadar>

**Student Mobility for Studies:** for all the requirements please visit the web page: <http://www.unizd.hr/eng/international-relations/student-mobility/admission-procedure>

**Students with disabilities:**

Although University of Zadar has infrastructure to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, we strongly advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility. For more information contact: [savjetovaliste@unizd.hr](mailto:savjetovaliste@unizd.hr) or visit the web page: <http://www.unizd.hr/studentisinvaliditetom/english>

**E. Calendar**

1. Applications/information on nominated **students** must reach the receiving institution by (the link to on-line nomination form will be sent in January for the nominations for the next academic year):

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| HR ZADAR01 | **Nomination deadline:**  15th April  **Application deadline**:  15th May | **Nomination deadline:**  15th October  **Application deadline**:  15th November |
|  |  |  |

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

2. The receiving institution will send its decision within 4 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. The partner institutions may modify this Agreement. The modifications will be made in a written form, in a document that will be signed by both partner institutions.

In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year´s notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**Academic calendar:**

**HR ZADAR01:**

<http://www.unizd.hr/Portals/0/docs/akkalendari/Academic_calendar_2017_18.pdf?ver=2017-07-24-075547-377>

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**F. Information**

**1. Grading systems of the institutions**

**HR ZADAR01:**

<http://www.unizd.hr/Portals/0/ms/md/en/PO_EXPLANATION_OF_GRADING_SYSTEM.pdf>

|  |  |  |
| --- | --- | --- |
| ***UNIZD grading scale*** | ***ECTS grading scale*** | |
| *Izvrstan (5)* | *A* | *EXCELLENT* |
| *Vrlo dobar (4)* | *B* | *VERY GOOD* |
| *Dobar (3)* | *C* | *GOOD* |
| *Dovoljan (2)* | *D / E* | *SATISFACTORY / SUFFICIENT* |
| *Nedovoljan (1)* | *F / FX* | *FAIL* |

*\* UNIZD Transcript of Records includes an explanation of the institutional grading system with respect to the ECTS grading system.*

*The minimum passing grade is 2 (pass, sufficient).*

XXX

**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 ZADAR01 | E-mail: [iro\_unizd@unizd.hr](mailto:iro_unizd@unizd.hr)  Tel. +385(0)23 200 642 | <http://www.unizd.hr/eng/international-relations/student-mobility/practical-information> |
| XXX |  |  |

**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 ZADAR01 | E-mail: [iro\_unizd@unizd.hr](mailto:iro_unizd@unizd.hr)  Tel. +385(0)23 200 642 | <http://www.unizd.hr/eng/international-relations/student-mobility/practical-information> |
| XXX |  |  |

**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 ZADAR01 | E-mail: [iro\_unizd@unizd.hr](mailto:iro_unizd@unizd.hr)  Tel. +385(0)23 200 642 | <http://www.unizd.hr/eng/international-relations/student-mobility/accommodation> |
| XXX |  |  |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[4]](#footnote-4)** |
| HR ZADAR01 | **Associate Professor Slaven Zjalić, PhD**  Vice Rector for Inter-institutional Cooperation and Transfer of Technologies |  |  |
| XXX |  |  |  |

KLASA: 605-01/18-02/

URBROJ: 2198-1-79-03/18-01

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. 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> [↑](#footnote-ref-3)
4. Scanned signatures are accepted [↑](#footnote-ref-4)