



# **Erasmus+ Programme**

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

**Inter-institutional agreement between programme countries**

**[Agreement duration: 2018-2021]**

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	Contact details <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Zagreb</b> <b>Faculty of Chemical Engineering and Technology (FKIT)</b> <b>HR ZAGREB 01</b>	<b>Institutional Coordinator:</b> Full name: Ida Ogulinac (Ms). Address: University of Zagreb, Zvonimirova 8, 10000 Zagreb, Croatia Phone: +385-1-46-98-128 Fax: Email: erasmus.coordinator@unizg.hr  <b>Faculty Coordinator:</b> Hrvoje Kušić (PhD), Vice-dean Email: hkusic@fkit.hr	<a href="http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/">http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/</a>  <a href="https://www.fkit.unizg.hr/">https://www.fkit.unizg.hr/</a>
<i>Remarks</i>	<b>Departmental Coordinator:</b> Full name: Hrvoje Kušić (PhD) Address: Marulicev trg 19, 10000 Zagreb, Croatia Phone: +385 1 4597 281 Fax: +385 1 4597 260 Email: hkusic@fkit.hr	
<b>Jožef Stefan International Postgraduate School (MPŠ)</b> <b>SI LJUBLJA08</b>	<b>Institutional Coordinator/Head of International Office:</b> Full name: Aleksander Zidanšek Address: Jamova cesta 39,1000 Ljubljana Phone: +386 1 4773 101 Fax: +386 1 4773 110 Email: <a href="mailto:aleksander.zidansek@mps.si">aleksander.zidansek@mps.si</a>	Webpage: <a href="http://www.mps.si">http://www.mps.si</a> For Erasmus students: <a href="http://www.mps.si">http://www.mps.si</a> Course catalogue: <a href="http://www.mps.si">http://www.mps.si</a>
<i>Remarks</i>	<b>Departmental Coordinator:</b> Full name: Ingrid Milošev Address: Jamova cesta 39,1000 Ljubljana Phone: +386 1 4773 452 Fax: +386 1 4773 110 Email: <a href="mailto:ingrid.milosev@ijs.si">ingrid.milosev@ijs.si</a>	<a href="https://www.ijs.si/ijsw/K3-en/Milosev">https://www.ijs.si/ijsw/K3-en/Milosev</a>  <a href="https://www.mps.si/sl/o-nas/osebje/?staff=802#courses">https://www.mps.si/sl/o-nas/osebje/?staff=802#courses</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>2</sup> 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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	SI LJUBLJA08	0531	Chemistry	3 <sup>rd</sup>	1 student 12 months or	1 student 12 months or
		0711	Chemical Engineering and Processes		2 students 6 months	2 students 6 months
		0712	Environmental Protection technology		Total 12 months	Total 12 months
SI LJUBLJA08	HR ZAGREB 01	0531	Chemistry	3 <sup>rd</sup>	1 student 12 months or	months or
		0711	Chemical Engineering and Processes		2 students 6 months	2 students 6 months
		0712	Environmental Protection technology		Total 12 months	Total 12 months

<sup>2</sup> 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 ZAGREB 01	SI LJUBLJA08	0531	Chemistry	2 staff, 5 days each, min. 8 teaching hours  Total 10 days	2 staff, 5 days each, min. 8 teaching hours  Total 10 days
		0711	Chemical Engineering and Processes		
		0712	Environmental Protection technology		
SI LJUBLJA08	HR ZAGREB 01	0531	Chemistry	2 staff, 5 days each, min. 8 teaching hours  Total 10 days	2 staff, 5 days each, min. 8 teaching hours  Total 10 days
		0711	Chemical Engineering and Processes		
		0712	Environmental Protection technology		

### 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		English	Croatian	B2	B2
SI LJUBLJA08		English	Slovenian	B2	B2

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

### D. Additional requirements

- The Learning Agreement should be negotiated and agreed on by both sides - sending and receiving institution - before student's arrival.

### E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
SI LJUBLJA08	1 <sup>th</sup> August	15 <sup>th</sup> November
HR ZAGREB 01	10 <sup>th</sup> May	10 <sup>th</sup> November

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

2. The receiving institution will send its decision within 4 weeks.

<sup>3</sup> 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>

3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

*In case 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 2019 will only take effect as of 1 September 2019+1. "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**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>4</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

### **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:

<b>Institution</b>	<b>Website for information</b>
HR ZAGREB 01	<a href="https://www.fkit.unizg.hr/">https://www.fkit.unizg.hr/</a>
SI LJUBLJA08	<a href="http://www.mps.si">http://www.mps.si</a>

### **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:

<b>Institution</b>	<b>Website for information</b>
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<sup>4</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

HR ZAGREB 01	<a href="https://www.fkit.unizg.hr/">https://www.fkit.unizg.hr/</a>
SI LJUBLJA08	<a href="http://www.mps.si">http://www.mps.si</a>

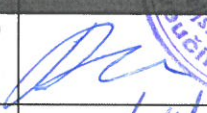
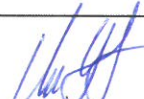
#### 4. Housing

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	Website for information
HR ZAGREB 01	<a href="https://www.fkit.unizg.hr/">https://www.fkit.unizg.hr/</a>
SI LJUBLJA08	<a href="http://www.mps.si">http://www.mps.si</a>

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

Institution	Name, function	Date	Signature <sup>5</sup>
HR ZAGREB 01	Professor Tomislav Bolanča, Dean	1/3/2019	
SI LJUBLJA08	Professor Milena Horvat, Dean	2/7/2019	



<sup>5</sup> Scanned signatures are accepted

