

Erasmus+ Programme

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

Inter-institutional¹ agreement 2019/20 – 2020/21² 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 (email, phone)	Website (eg. of the course catalogue)
Vysoké učení technické v Brně (Brno University of Technology) Faculty of Civil Engineering	CZ BRNO01	Head of Foreign Relations Department: Ing. Hana Philippi philippi@ro.vutbr.cz Academic Contact: Assoc. Prof. Tomáš Hanák hanak.t@fce.vutbr.cz Tel.: +420 54114 8131 Administrative Contact: Ludmila Zelinková Zelinkova.l@fce.vutbr.cz Tel.: +420 54114 7130 Veveří 331/95 602 00 Brno, Czech Republic	www.fce.vutbr.cz http://www.fce.vutbr.cz/en_2014/zahranici/default.asp
Sveučilište u Zagrebu (University of Zagreb) Faculty of Civil Engineering	HR ZAGREB01	Institutional coordinator: Ida Ogulinac (Ms) E-mail: erasmus.coordinator@unizg.hr , Tel: +385 1 4698 165 Faculty coordinator: Assistant Professor Gordon Gilja E-mail: ggilja@grad.hr Tel: +385 1 4639 311	http://www.unizg.hr/homepage/international-exchange/exchange-students/

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.

B. Mobility numbers per 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 November** in the preceding academic year.

Student Mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name	Study cycle (1 st , 2 nd or 3 rd)	Total Number of students (Total number of months)	
					Student Mobility for Studies	Student Mobility for Traineeships
CZ BRNO01	HR ZAGREB01	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	3 students x 5 months each	up to the request
HR ZAGREB01	CZ BRNO01	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	3 students x 5 months each	up to the request

*[*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.]*

Staff Mobility for Teaching - Staff mobility for training

FROM	TO	Subject area ISCED	Subject area name	Number of staff mobility periods	
				Total Number of staff mobility/Total number of days	
				Staff Mobility for Teaching	Staff Mobility for Training*
CZ BRNO01	HR ZAGREB01	0732	Building and Civil Engineering	2 x 5 days (8 hours)	up to the request
HR ZAGREB01	CZ BRNO01	0732	Building and Civil Engineering	2 x 5 days (8 hours)	up to the request

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 ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ BRNO01	0732	English		B2	B2
HR ZAGREB01	0732	Croatian	English	B2	B2

			(lectures are held in Croatian, consultations in English are provided for foreign students)		
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(*) Is not required any specific language level but the selected students must have the necessary level to be able to attend lessons and sit exams.

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

HR ZAGREB01: For information regarding ERASMUS subjects (consultations in English), please refer to: https://www.grad.unizg.hr/en/rd/academic_mobility_and_exchanges/erasmus

D. Additional requirements

CZ BRNO01

A welcome week is organized at the beginning of each term; students are informed by the International Office.

Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.

Incoming international staff members should apply for visits to the International Office of the Faculty of Civil Engineering Zelinkova.l@fce.vutbr.cz

HR ZAGREB01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: incoming@unizg.hr

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
CZ BRNO01	May 31 st	November 15 th
HR ZAGREB01	10 May	10 November

- The receiving institution will send its decision within max. **5 weeks** after the receipt of the complete application.
- A Transcript of Records will be issued by the receiving institution no later **5 weeks** after the assessment period has finished at the receiving HEI.
- 4. Termination of the agreement:**

In the event of unilateral termination of the inter-institutional agreement, 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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

HR ZAGREB01:

2. The receiving institution will send its decision within 8 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.
4. Termination of the agreement

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

CZ BRNO01

full description and methodology available in English:

<https://www.vutbr.cz/uredni-deska/vnitri-predpisy-a-dokumenty/-d149085/study-and-examination-rules-of-but-english-p155247>

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
CZ BRNO01	Anna Motejková Pospíšilová Pospisilova.a@fce.vutbr.cz +420 54114 7133	https://www.unibz.it/en/applicants/incoming-exchange-students/
HR ZAGREB01	incoming@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/

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:

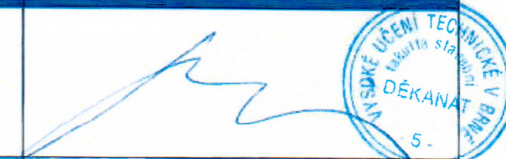

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO01	Anna Motejzková Pospíšilová Pospisilova.a@fce.vutbr.cz +420 54114 7133	https://www.unibz.it/en/applicants/incoming-exchange-students/
HR ZAGREB01	incoming@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/

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
CZ BRNO01	ubytovatelky@skm.vutbr.cz	http://www.kam.vutbr.cz/english/
HR ZAGREB01	incoming@unizg.hr vlado.levak@sczqg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
CZ BRNO01	prof. Ing. Miroslav Bajer, CSc. Dean	14/03/2019	
HR ZAGREB01	Professor Stjepan Lakušić, Dean*	13/03/2019	

* According to the Article 21 of the University of Zagreb Statute, in the 15th session of the 344th academic year (2012/2013), held on 11 July 2013, the University Senate reached a Decision that all the agreements relevant to one faculty or academy can be signed by the Dean of the relevant academy/faculty.

⁴ Scanned signatures are accepted