



Erasmus+ Programme

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

Inter-institutional agreement 2015/2016 – 2020/2021

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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website
University of Zagreb Faculty of Civil Engineering	HR ZAGREB01	Institutional coordinator: Ida Ogulinac, Erasmus coordinator, International Relations Office University of Zagreb, Trg marsala Tita 14, 10 000 Zagreb, HR Tel: +385 1 4698 128; fax: +385 1 4698 132, email: erasmus.coordinator@unizg.hr Departmental coordinator: Assis.prof. Dražen Vouk, ECTS coordinator Faculty of Civil Engineering Zagreb, Kaciceva 26, 10 000 Zagreb Tel. +385 1 4639 213;	www.unizg.hr

		fax. +385 1 4639 203, email: dvouk@grad.hr	
Ss. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE □	MK SKOPJE01	Institutional Erasmus Coordinator Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: M.Cvetkovska@ukim.edu.mk	www.ukim.edu.mk
		Departmental Erasmus Coordinator Assoc. Prof. Dr. Todorka Samardzioska Vice-dean for education Faculty of Civil Engineering Partizanski odredi no.24, 1000 Skopje, Macedonia prodekan.nastava@gf.ukim.edu.mk	

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 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 [1 st , 2 nd or 3 rd]	Number of student mobility periods [total number of months]
HR ZAGREB01	MK SKOPJE01	0732	Building and civil engineering	1 st , 2 nd , 3 rd	4students/24 months
MK SKOPJE01	HR ZAGREB01	0732	Building and civil engineering	1 st , 2 nd , 3 rd	4 students/24 months

FROM [Erasmus code]	TO [Erasmus code]	Subject area code	Subject area	Number of staff mobility periods
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of the sending institution]	code of the receiving institution]	* [ISCED]	name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
HR ZAGREB01	MK SKOPJE01	0732	Building and civil engineering	2*5=10 days	
MK SKOPJE01	HR ZAGREB01	0732	Building and civil engineering	2*5=10 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:

Institution [Erasmus code]	Language of instruction 1	Language of instruction 1	Recommended language level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR ZAGREB01	Croatian	English (lectures are held in Croatian, consultations in English are provided for foreign students)	B2	B2
MK SKOPJE01	Macedonian*	English (selected courses)	B1	B2

*Ss. Cyril and Methodius University in Skopje organizes Macedonian language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme).

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

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

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

Institution [Erasmus code]	Autumn term [month]	Spring term [month]
HR ZAGREB01	10 May	10 November
MK SKOPJE 01	15 th May	15 th November

HR ZAGREB01

The receiving institution will send its decision within 8 weeks.

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.

MK SKOPJE 01

The receiving institution will send its decision on admission within 5 weeks.

The host university will issue a Transcript of Records no later than 5 weeks after the assessment period has finished.

The host university will report the transcript of records from each visiting student to the home university using the English language.

Termination of the agreement

If one or both parties wish to terminate the agreement a notice period 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."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

F. Information

1. Grading systems of the institutions

Institution [Erasmus code]	Website for information
HR ZAGREB01	http://international.unizg.hr/international_students/exchange_students/academic information
MK SKOPJE 01	grading scale related to ECTS grading system: A=10=Excellent B= 9=Very Good C = 8=Good D= 7=Satisfactory E= 6=Sufficient F= 5=Fail

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.

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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en

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.



Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB 01	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before coming to zagreb
MK SKOPJE0 1	international@ukim.edu.mk	www.ukim.edu.mk/en

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	vlado.levak@sczg.hr	http://international.unizg.hr/international_students/exchange_students/student_services/housing
MK SKOPJE 01	I.Bogoevski@ukim.edu.mk	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
HR ZAGREB01	Professor Neven Kuspilić, Dean*	21.10.2014.	
MK SKOPJE 01	Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation <input type="checkbox"/>	31-10-2014	

* According to the Article 21 of the Statute, University of Zagreb, in the 15th session of the 344th academic year (2012/2013), held on 11 July 2013 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