



# Erasmus+ Programme

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

### Inter-institutional agreement 2014/15 – 2020/21 between programme countries

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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu University of Zagreb Građevinski fakultet Faculty of Civil Engineering	HR ZAGREB 01	<u>Institutional coordinator:</u> Tajana Nikolić (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> , Tel: +385-1-46-98-165 <u>Faculty coordinator:</u> Professor Ivana Banjad Pečur E-mail: <a href="mailto:banjadi@grad.hr">banjadi@grad.hr</a> +385 1 4639 162	<a href="http://international.unizg.hr/international_students/exchange_students">http://international.unizg.hr/international_students/exchange_students</a>

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

Istanbul University Faculty of Civil Engineering	TR ISTANBU03	Erasmus Institutional Coordinator  <b>Assoc.Prof.Dr. Sevinç Hatipoğlu</b>  intacrel@istanbul.edu.tr  Tel: +90 212 440 00 00/10242  <b>Departmental Coordinator</b>  <b>Dr. Savaş Erdem,</b> Lecturer  savas.erdem@istanbul.ed u.tr  Tel: +90 212 440 00 00/10923	<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a>  Lecture Catalogue:  <a href="https://egitimdevapilanma.istanbul.edu.tr/?dil=en">https://egitimdevapilanma.istanbul.edu.tr/?dil=en</a>
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### 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 [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods  Student Mobility for Studies  Student Mobility for Traineeship  S *  [total number of months of the study periods]	
TR ISTANBUO 3	HR ZAGREB 01	582	Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup>	20 (4 students x 5 months)	
HR ZAGREB 01	TR ISTANBU 03	582	Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup>	20 (4 students x 5 months)	

*\* 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	Staff Mobility for Training *
				[total number of days of teaching periods]	
TR ISTANBU03	HR ZAGREB 01	582	Civil Engineering	10 days (2 persons x 5 days)	
HR ZAGREB 01	TR ISTANBU 03	582	Civil Engineering	10 days (2 persons x 5 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>2</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01	582	Croatian	English (lectures are held in Croatian, consultations in English are provided for foreign students)	B2	B2
TR ISTANBU03	582	Turkish	English	B1	B2

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

<sup>2</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>

## 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](mailto:incoming@unizg.hr)

TR ISTANBU03:

- The selection criteria for students and staff are regulated by the sending university; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving institution.
- Erasmus Incoming Students have to choose courses from the department with which the agreement is existing, they can choose two courses from any faculties as long as the courses are not overlapping!
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by a Istanbul University contact person – is required.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01	10 May	10 November
TR ISTANBU03	15th June	15th November

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

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."]

TR ISTANBU03:

Information on the Application System is available at

<http://www.istanbul.edu.tr/uaik/ABegitim/indexeng.php>.

2. The receiving institution will send its decision within 6 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, or amendments to it, can be made annually, if communicated before September 30<sup>th</sup> and will only take effect as of September 30<sup>th</sup> of the following academic year. Neither the European Commission nor the National Agencies can be held responsible in case of conflict.

## F. Information

### 1. Grading systems of the institutions

HR ZAGREB 01:

[http://international.unizg.hr/international\\_students/exchange\\_students/academic information](http://international.unizg.hr/international_students/exchange_students/academic_information)

TR ISTANBU03:

**ECTS Credits:** Istanbul University uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study.

Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

**GRADES:** Istanbul University recommends the following grading equivalency table:

Corresponding Grades in Numbers	Corresponding I.U. Grades	ECTS Grades
4.00	AA	A
3.50	BA	B
3.00	BB	C
2.50	CB	D
2.00	CC	E
1.50	DC	-
1.00	DD	-
0.00	FF	FX
0.00	FD	F
-	G	-
-	M	-

## 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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
HR ZAGREB01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698105	<a href="http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb">http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb</a>
TR ISTANBU03:	<a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a>	<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a>  and  <a href="http://yabancilar.iem.gov.tr/">http://yabancilar.iem.gov.tr/</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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
HR ZAGREB01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698105	<a href="http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb">http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb</a>
TR ISTANBU03:	<a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a>	<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a>

## 4. Housing

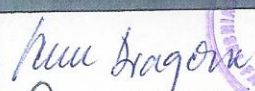
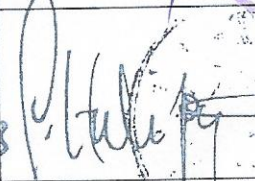
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information

sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	<a href="mailto:vlado.levak@sczg.hr">vlado.levak@sczg.hr</a>	<a href="http://international.unizg.hr/international_students/exchange_students/student_services/housing">http://international.unizg.hr/international_students/exchange_students/student_services/housing</a>
TR ISTANBU03:	<a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a>	<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a> and <a href="http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html">http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
HR ZAGREB 01	Professor Vesna Dragčević, Dean*	13/12/2013	
TR ISTANBU03:	Assoc.Prof.Dr. Sevinç Hatipoğlu Erasmus Institutional Coordinator	27.11.2013	

\* According to the Article 21 of the Statute, University of Zagreb, in the 15<sup>th</sup> 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

<sup>3</sup> Scanned signatures are accepted