



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017/18-2020/21 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 ² (email, phone)	Website (eg. of the course catalogue)
Technische Universität Graz (Graz University of Technology)	A GRAZ02	Birgit Steinkellner International Relations and Mobility Programmes Rechbauerstr. 12, A-8010 Graz, Austria Phone: +43 316 873-6415 Email: birgit.steinkellner@tugraz.at	http://www.tugraz.at/
Sveučilište u Zagrebu (University of Zagreb) Građevinski fakultet (Faculty of Civil Engineering)	HR ZAGREB01	Institutional coordinator: Ida Ogulinac (Ms) erasmus.coordinator@unizg.hr Tel: +385 1 4698 128 Faculty coordinator: Professor Dražen Vouk E-mail: dvouk@grad.hr +385 1 4639 213	http://international.unizg.hr/international_students/exchange_students

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
A GRAZ02	HR ZAGREB01	0732	Civil Engineering	1 st , 2 nd	1x10months	
HR ZAGREB01	A GRAZ02	0732	Civil Engineering	1 st , 2 nd	1x10months	

[*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 *
A GRAZ02	HR ZAGREB01	0732	Civil Engineering	10 days (2 persons x 5days)	-
HR ZAGREB01	A GRAZ02	0732	Civil Engineering	10 days (2 persons x 5days)	-

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	Language of instruction 2	Recommended language of instruction level ⁴
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³ 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>)

[Erasmus code]	tion 1		Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A GRAZ02	German	English	B2 or higher (either in English or German)	B2 or higher
https://www.tugraz.at/studium/international-studieren-und-lehren/austauschstudierende/ueber-das-studium-an-der-tu-graz/				
HR ZAGREB 01	Croatian	English (lectures are held in Croatian, consultations in English are provided for foreign students). For information regarding ERASMUS subjects (consultations in English) please refer to: https://www.grad.unizg.hr/en/international/international_students/erasmus	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

A GRAZ02:

Incoming Exchange Students are required to attend the Orientation Sessions I & II and the Intercultural Orientation Sessions

Exchange students can request to perform a final degree project/Master's thesis, at TU Graz. However, there is no service provided to match student requests with research projects at TU Graz. Therefore students cannot be guaranteed to be accepted for a project. A student who wants to carry out a project must contact a relevant institute or professor directly and make the arrangements with them. If students receive a confirmation of approval, they are asked to contact the Office of International Relations and Programmes.

Teaching Assignments and staff training need to be discussed and agreed upon with the relevant institutes/ academic units at the partner institutions.

Graz University of Technology welcomes students and staff with disabilities.
<https://www.tugraz.at/studium/studieren-an-der-tu-graz/barrierefrei-studieren/>

⁴ 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>

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]
A GRAZ02	Online Application is closed on 1 June TU Graz needs to receive the signed & complete application package by <ul style="list-style-type: none">▪ 1 May (students who need a visa)▪ 15 June (students who do not need a visa)	Online Application is closed on 1 November TU Graz needs to receive the signed & complete application package by <ul style="list-style-type: none">▪ 1 October (students who need a visa)▪ 15 November (students who do not need a visa)
HR ZAGREB01	10 th May	10 th November

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

A GRAZ02:

2. The receiving institution will send its decision within 4 – 5 weeks after the application deadlines.
3. After the students have completed their last exam/ examination requirements (e.g. term paper), the transcript of transcript will be issued within approximately 5 weeks.

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.

F. Information

1. Grading systems of the institutions

A GRAZ02:

Austrian Grading Scale

Grade	Definition
1	EXCELLENT: outstanding performance
2	GOOD: above the average standard but with some errors
3	SATISFACTORY: generally sound work with a number of notable errors
4	SUFFICIENT: performance meets the minimum criteria

5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work
Overall classification of the qualification:	
"mit Auszeichnung bestanden"	Pass with Distinction (in case of excellent performance)
"bestanden"	Pass (in case of positive assessment)
"nicht bestanden"	Fail (in case of negative assessment)

HR ZAGREB 01: http://international.unizg.hr/international_students/exchange_students/academic_information

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
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at Birgit Eggner (Outgoing Students) +43 316 873 6420 birgit.eggner@tugraz.at	https://www.tugraz.at/studium/international-studieren-und-lehren/austauschstudierende/ueberblick-austauschstudierende/ http://www.oead.at/welcome_to_austria/EN/ http://www.bmeia.gv.at/
HR ZAGREB 01	Phone: +385 (0) 1 4698105 E-mail: incoming@unizg.hr	http://international.unizg.hr/international_students/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
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at	https://www.tugraz.at/studium/international-studieren-und-lehren/austauschstudierende/ueberblick-austauschstudierende/

	Birgit Eggner (Outgoing Students) +43 316 873 6420 birgit.eggner@tugraz.at	http://www.oeh.ac.at/studierenleben/studieren/oeh-versicherung/ http://www.stgkk.at http://www.oead.at/welcome-to-austria/EN/
HR ZAGREB 01	Phone: +385 (0) 1 4698105 E-mail: incoming@unizg.hr	http://international.unizg.hr/international-students/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
A GRAZ02	Gitte Cerjak +43 316 873 6422 gitte.cerjak@tugraz.at OeAD Housing Office +43 316 950 200 9001 housing-graz@oead.at	http://www.tugraz.at/international/ http://www.housing.oead.at/graze/kontakt.asp
HR ZAGREB 01	incoming@unizg.hr	http://international.unizg.hr/international-students/exchange-students/student-services/housing

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
A GRAZ02	Prof. Dr. Harald Kainz Rector	19.h. 2017	
HR ZAGREB 01	Professor Neven Kuspilić, Dean*		

* 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.

⁵ Scanned signatures are accepted