



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2021² 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 ⁴ [email, phone]	Website [eg. of the course catalogue]
Universitat Politècnica de Catalunya (UPC- Barcelona Tech) Escola Tècnica Superior d'Enginyers de Camins, Canals i Ports de Barcelona (Civil Engineering School)	E BARCELO03	<u>For questions related to the international affairs policy, institutional collaboration and the content of the Erasmus agreement :</u> Roser Arisa i Riera ETS d'Enginyers de Camins, Canals i Ports de Barcelona Cap de l'Àrea Institucional c. Jordi Girona,1-3, Edifici C2, planta 1 08034 Barcelona Phone: 93 401 70 75 E-mail: rrii.camins@upc.edu <u>For questions related to the mobility of students (admissions, learning agreements, registration, transcripts of records, certificates, etc):</u> Eila Guerola (Academic Secretariat) c/ Jordi Girona 1-3, building C2. Ground Floor. 08034 Barcelona, SPAIN. Phone: +34 934017968	http://www.camins.upc.edu/ http://www.camins.upc.edu/foreign-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.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Fax: +34 934012535 E-mail: mobilitystudents.camins@upc.edu	
Sveučilište u Zagrebu (University of Zagreb) Građevinski Fakultet (Faculty of Civil Engineering)	HR ZAGREB01	Institutional coordinator: Ida Ogulinac (Ms) Phone: +385 14698128 E-mail: erasmus.coordinator@unizg.hr Faculty coordinator: Professor Dražen Vouk Phone: +385 14639213 E-mail: dvouk@grad.hr	http://international.unizg.hr/international_students/exchange_students

B. Mobility numbers⁵ 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 September 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 *
E BARCELO03	HR ZAGREB01	0732	Building & Civil Engineering (Civil Eng.)	1 st , 2 nd	2 students for 5 months each = 10 months in total	0
HR ZAGREB01	E BARCELO03	0732	Building & Civil Engineering (Civil Eng.)	1 st , 2 nd	2 students for 5 months each = 10 months in total	0

[*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 *
E BARCELO03	HR ZAGREB01	0732	Building & Civil Engineering	1 professor (1 week)	0

⁵ 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>

		Faculty interested in doing a teaching staff mobility at Escola de Camins have to find themselves a professor in the same field of knowledge at Escola de Camins who is willing to host him/her.			
HR ZAGREB01	E BARCELO03	0732	Building & Civil Engineering	1 professor (1 week)	0

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E BARCELO03	Building & Civil Engineering	Spanish	English Catalan	For Erasmus students and DD students: A2 Spanish recommended For Double Degree students: B2 English necessary when applying	
HR ZAGREB01	Building & Civil Engineering	Croatian	English (lectures are held in Croatian, consultations in English are provided for foreign students)	B2	B2

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

E BARCELO03

You can check the list of courses in English at the following link: <http://www.camins.upc.edu/foreign-students>

HR ZAGREB01

For information regarding ERASMUS subjects (consultations in English) please refer to: https://www.grad.unizg.hr/en/international/international_students/erasmus

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.

⁶ 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>

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]
E BARCELO03	HR ZAGREB01

STUDY PLANS Issue	Question
Final Project (research)	<p>DEFENSE (<i>soutenance</i>)</p> <ul style="list-style-type: none"> • Which date do students present and defend the final Project? : <i>February, July</i> • Can you guarantee that our students will have their qualifications of their TFG before end July? Yes • How is the defense organized? <ul style="list-style-type: none"> ○ Is it a public defense in front of a tribunal? <i>Yes</i> ○ Do international students get a mark? <i>Yes</i> <p>Final PROJECT (research):</p> <ul style="list-style-type: none"> • Are our students accepted to undertake their research at your institution?: <ul style="list-style-type: none"> ○ TFG (Bachelor thesis): <i>Yes</i> ○ TFM (Master thesis): <i>Yes</i> • How many ECTS has your: <ul style="list-style-type: none"> ○ TFG (Bachelor thesis): <i>5</i> ○ TFM (Master thesis): <i>18</i> • Are the following done individually (not in groups): <ul style="list-style-type: none"> ○ TFG (Bachelor thesis): <i>Yes</i> ○ TFM (Master thesis): <i>Yes</i> <p><i>Any other relevant information: A student who wishes to perform a research work at the Faculty of Geotechnical Engineering must contact ECTS coordinator who will help him to establish direct contact with thesis mentor. After these steps, the student can apply as an exchange student.</i></p>
Number of years of bachelor and master	<p><i>At our School (Escola de Camins) is 4+2</i></p> <p>Choose from the following options: 3+2</p>
Bachelors	<p>Do you accept our incoming students coming from these Bachelors at our school?</p> <ul style="list-style-type: none"> • Civil Engineering: <i>Yes, but restricted to the areas of geotechnical and hydrotechnical engineering</i> • Geological Engineering: <i>Yes</i> • Public Works Engineering: <i>No</i>
Master	<p>Do you accept our Master incoming students coming from these scientific areas?</p> <ul style="list-style-type: none"> • Civil Engineering: <i>No</i> • Geological Engineering: <i>Yes</i> • Environmental Engineering: <i>Yes, including also geotechnical and hydrotechnical engineering</i>
Study plans	<p>Link to your study plans of bachelor/master where incoming mobility of our school is accepted: www.gfv.unizg.hr/en/index.html</p>

OTHER ISSUES	Question
Application procedure	<ul style="list-style-type: none"> • Online application – http://unizg.moveonnet.eu/moveonline/incoming/welcome.php • Documents to be provided - http://unizg.moveonnet.eu/moveonline/incoming/procedure.php
Language requirements	<ul style="list-style-type: none"> • Language certificate required (if any): <i>Yes, B2 level certificate</i>

	<ul style="list-style-type: none"> • Date to be provided: 10th May for the 1st (WINTER) semester/academic year and 10th November for 2nd (SUMMER) semester • Any other relevant information :
Other requirements	<ul style="list-style-type: none"> • GMAT/GRE? No • Number of necessary credits per semester/year: 20/30 ECTS per semester and 40/60 ECTS per year • If there is semestral mobility, can your students come at both semesters? Yes
Academic calendar	<p>1st semester: Starts September/October and finishes January/February</p> <p>2nd semester: Starts February/March and finishes June/July</p> <p>Do you have an extraordinary evaluation period (exams or research defense) in September? Yes</p>
Language of instruction	<ul style="list-style-type: none"> • Courses offered in English: <i>There is no official list of the courses taught in English. For most of the master level courses, exchange students can make arrangements for the teaching in English on an individual basis.</i> • Courses offered in local language : No • Are courses of local language offered at your institution? When? No

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]
HR ZAGREB01	E BARCELO03

STUDY PLANS Issue	Question
Final Project (research)	<p>DEFENSE (<i>soutenance</i>)</p> <ul style="list-style-type: none"> • How is the defense organized? <ul style="list-style-type: none"> ○ Is it a public defense in front of a tribunal? Yes ○ Do international students get a mark? Yes <p>Final PROJECT (research):</p> <ul style="list-style-type: none"> • Are international students accepted to undertake their research at Escola de Camins institution?: <ul style="list-style-type: none"> ○ TFG (Bachelor thesis): Yes ○ TFM (Master thesis): Yes • How many ECTS has your: <ul style="list-style-type: none"> ○ TFG (Bachelor thesis) : 12 ECTS ○ TFM (Master thesis): 25 ECTS • Are the following done individually (not in groups): <ul style="list-style-type: none"> ○ TFG (Bachelor thesis) : Yes ○ TFM (Master thesis): Yes • <i>International students are welcome to perform a research work at our School. However, there is no service provided to match student requests with on-going research projects at the School. A student who wishes to carry out a research work must contact the research group or professor directly and make the arrangements with them before applying. After following these steps, the student can apply as an exchange student. More information: http://www.camins.upc.edu/foreign-students/application-admission/exchange-students</i> • Evaluation of the research work: <i>it is assessed by a Board of Examiners during a public and oral presentation.</i>
Study plans	<p>Link to our study plans of bachelor/master where incoming mobility of our school is accepted: http://www.camins.upc.edu/estudis</p>

OTHER ISSUES	Question
Application procedure	<ul style="list-style-type: none"> Online application form and admission requirements: <ul style="list-style-type: none"> Exchange students: http://www.camins.upc.edu/foreign-students/application-admission/exchange-students Double degree students: http://www.camins.upc.edu/foreign-students/application-admission/double-degree-students
Language requirements	<ul style="list-style-type: none"> For Erasmus students and DD students: <i>A2 Spanish recommended</i> For Double Degree students: <i>B2 English necessary when applying</i>
Other requirements	<ul style="list-style-type: none"> Number of necessary credits per semester/year: <ul style="list-style-type: none"> For Erasmus students: <i>20/30 ECTS per semester; 40/60 ECTS per year.</i> For Double Degree students: <i>number of credits according to double degree agreement and agreed academic itinerary.</i> If there is semestral mobility, can international students come at both semesters? Yes
Academic calendar	<ul style="list-style-type: none"> The studies at Escola de Camins are divided into two semesters. <ul style="list-style-type: none"> First semester: <i>starts September/October; finishes January</i> Second semester: <i>starts January/February; finishes May/June/July</i> The exact academic calendar depends on the program (bachelor or master). Check http://www.camins.upc.edu/foreign-students/application-admission and http://www.camins.upc.edu/estudis for detailed information. Information about registration: <i>Once the students have been accepted, we will send an e-mail with detailed information about their registration.</i>
Language of instruction	<ul style="list-style-type: none"> Information about courses in English, Spanish, Catalan: <i>Please visit our website in order to find updated information. You can find the list of courses offered in English, the number of credits of each course and the semester they are taught at:</i> http://www.camins.upc.edu/foreign-students Language preparation courses are offered for international students, both in Catalan (http://www.upc.edu/sit/?set_language=en) and Spanish (http://www.meritschool.com/ca/?portfolio=upc-campus-nord-2)
Students and staff with disabilities	<ul style="list-style-type: none"> UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.
Orientation week for international students	<ul style="list-style-type: none"> UPC organizes an Orientation Week for international exchange students and/or Welcome sessions for international masters students at the beginning of their stay. Incoming students will receive information about it. The information is published at: http://www.upc.edu/sri/

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E BARCELO03	Beginning of June	End of October
	Please find all information related to application (enrolment criteria, admission procedure, confirmation of acceptance, academic calendar, etc.) at: http://www.camins.upc.edu/foreign-students/application-admission	
HR ZAGREB01	10 th May	10 th November

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

2. The receiving institution will send its decision
E BARCELO03: within [4-5] weeks.
HR ZAGREB01: within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than
E BARCELO03: [4-5] weeks after the assessment period has finished at the receiving HEI. Please note that some of our programs have only one annual academic assessment (in June), and thus, in such cases, incoming students coming for the first semester will only receive their Transcript of Records in July.
HR ZAGREB01: 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."
Students enrolled as of the date of termination will be permitted to complete their studies.

F. Information

1. Grading systems of the institutions

E BARCELO03:

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-masters-degree-courses>

http://doctorat.upc.edu/academic-management/frequently-asked-questions-faq?set_language=en

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

In the case of Escola de Camins (ETSECCPB), the grading system for each Study will be specified in the specific section of the general regulations of the UPC, published on the following website: <http://www.camins.upc.edu/estudis/normatives>.

HR ZAGREB01:

For information about the grading system, see:

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
HR ZAGREB01	Phone: +385 01 4698105 E-mail: incoming@unizg.hr	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
E BARCELO03	International Students Office Phone: +34 93 4016937 E-mail: oficina.mobilitat.internacional@upc.edu	https://www.upc.edu/sri/students

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
HR ZAGREB01	Phone: +385 01 4698105 E-mail: incoming@unizg.hr	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
E BARCELO03	International Students Office Phone: +34 93 4016937 E-mail: oficina.mobilitat.internacional@upc.edu	https://www.upc.edu/sri/students In concrete, for insurance: https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance

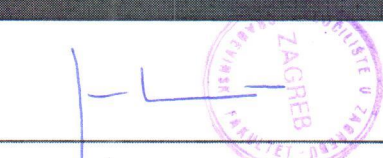
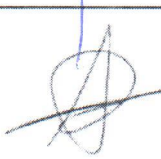
4. Housing

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	E-mail: incoming@unizg.hr	http://international.unizg.hr/international_students/exchange_students/student_services/housing
E BARCELO03	In general: International Students Office E-mail: oficina.mobilitat.internacional@upc.edu Phone: +34 93 4016937	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
HR ZAGREB01	Prof. Neven Kuspilić Dean of the Faculty of Civil Engineering* University of Zagreb		
E BARCELO03	Prof. Sebastià Olivella Director School of Civil Engineering (Escola de Camins, ETSECCPB) Universitat Politècnica de Catalunya		

* 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.

⁷ Scanned signatures are accepted