



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
TU Wien Vienna University of Technology	A WIEN02	Departmental Coordinator: Univ.-Prof. Dr. Andreas Kolbitsch bauwesen@tuwien.ac.at Tel: +43 1 58801 20011 Institutional Coordinator: Mr. Andreas Zemann, International Office, andreas.zemann@tuwien.ac.at Tel. +43 1 58801 41552	www.tuwien.ac.at/international

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

University of Zagreb Sveučilište u Zagrebu Faculty of Civil Engineering	HR ZAGREB01	Institutional coordinator: Ida Ogulinac (Ms) E-mail: erasmus.coordinator@unizg.hr , Tel: +385 1 4698 128 Faculty coordinator: Professor Dražen Vouk E-mail: dvouk@grad.hr Tel: +385 1 4639 213	http://international.unizg.hr/international_students/exchange_students
[...]			

B. Mobility numbers⁴ 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
A WIEN02	HR ZAGREB01	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	2/10	
HR ZAGREB01	A WIEN02	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	2/10	

[*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

⁴ 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>)

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 WIEN02	HR ZAGREB01				
HR ZAGREB01	A WIEN02	0732	Building and Civil Engineering	1 person * 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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A WIEN02		German	English	B2	B2
HR ZAGREB01		Croatian	English (lectures are held in Croatian, consultations in English are provided for	B2	B2

⁵ 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>

			foreign students		
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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/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.]

TU Wien

Erasmus applications for incoming students on-line

<https://tiss.tuwien.ac.at/mobility/incomingApplication.xhtml?windowId=169>

Special services for disabled students are offered by TUW Teaching Support Centre. <http://www.tuwien.ac.at/barrierefrei/>

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 WIEN02	31 st May	15 th December
HR ZAGREB01	10 May	10 November

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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."]

HR ZAGREBO 01:

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.

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

A WIEN02:

Austrian grade	ECTS grade	Translation
sehr gut (1)	A	very good – outstanding performance (10%)
gut (2)	B	good – generally sound work with some minor errors
befriedigend (3)	C	satisfactory – fair but with significant shortcomings
genügend (4)	D/E	sufficient – performance meets the minimum criteria
nicht genügend (5)	F/FX	fail

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 on [Erasm	Contact details	Website for information
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⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

us code]	(email, phone)	
A WIEN02	exchangeIn@tuwien.ac.at	www.tuwien.ac.at/international
HR ZAGREB01	incoming@unizg.hr +385 1 4698 105	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 WIEN02	exchangeIn@tuwien.ac.at	www.tuwien.ac.at/international
HR ZAGREB01	incoming@unizg.hr , +385 1 4698 105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb

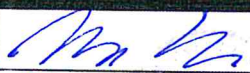

4. Housing

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 WIEN02	exchangeIn@tuwien.ac.at	www.tuwien.ac.at/international www.housing.oead.at
HR ZAGREB01	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 ⁷
A WIEN02	Univ.-Prof. Dr. A. Košička	12/01/17	
HR ZAGREB01	Professor Neven Kuspilić, Dean*	10.01.2017.	



* 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