



Erasmus+ Programme

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

Inter-institutional agreement 2014-2016 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 ¹ (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb) Rudarsko-geološko-naftni fakultet (Faculty of Mining, Geology and Petroleum Engineering)	HR ZAGREB 01	<u>Institutional coordinator:</u> Tajana Nikolić (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-165 <u>Faculty coordinator:</u> Asst. Prof. Ema Jurkin, ema.jurkin@rgn.hr Faculty of Mining, Geology and Petroleum Engineering, Pierottijeva 6, 10000 Zagreb, Croatia, +385 – 1-5535 922	http://international.unizg.hr/international_students/exchange_students

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

Technische Universität Graz/ Graz University of Technology	A GRAZ02	International Relations and Mobility Programmes Rechbauerstr. 12, A-8010 Graz, Austria Contact Person for the Agreement Julia Niehs +43 316 873-6415 julia.niehs@tugraz.at Erasmus Institutional Coordinator Sabine Prem +43 316 873-6416 sabine.prem@tugraz.at	http://www.tugraz.at/ http://www.tugraz.at/ international/
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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]	SAC/ ISCE D	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]	Student Mobility for Trainees hips *
A GRAZ 02	HR ZAGREB 01	443 582	Earth Science Civil Engineering		1 student x 10 months	
HR ZAGREB 01	A GRAZ 02	443 582	Earth Science Civil Engineering	1 st , 2 nd 3 rd	1 student x 10 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 <i>[total number of days of teaching periods]</i>	Staff Mobility for Training* *
A GRAZ 02	HR ZAGREB 01	443 582	Earth Science Civil Engineering	10 days (2 persons x 5 days)	10 days (2 persons x 5 days)
HR ZAGREB 01	A GRAZ 02	443 582	Earth Science Civil Engineering	10 days (2 persons x 5 days)	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 instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01	Earth Science	Croatian	English	B2	B2
A GRAZ02		German	English	B2 or higher (either in English or German)	B2 or higher

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

² 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

A GRAZ02:

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

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.

Contact: Karin Krottmayer
Phone: +43 316 873 6599
email: karin.krottmayer@tugraz.at
www.tugraz.at/barrierefrei-studieren

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
A GRAZ02	Online Application is closed on 1 June TU Graz needs to receive the signed & complete application package by 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 1 October (students who need a visa) 15 November (students who do not need a visa)

[* 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.

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.

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."]

F. Information

1. Grading systems of the institutions

HR ZAGREB 01:

http://international.unizg.hr/international_students/exchange_students/academic_information

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)

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	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at Birgit Jeitler (Outgoing Students) +43 316 873 6420 birgit.jeitler@tugraz.at	http://www.tugraz.at/international/ http://www.oead.at/welcome to austria/EN/ http://www.bmeia.gv.at/

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	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at Birgit Jeitler (Outgoing Students) +43 316 873 6420 birgit.jeitler@tugraz.at	http://www.tugraz.at/international/ http://www.oeh.ac.at/studierenleben/studieren/oeh-versicherung/ http://www.stgkk.at http://www.oead.at/welcome to austria/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.

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	vlado.levak@sczg.hr	http://international.unizg.hr/international_students/exchange_students/student_services/housing
	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/graz_e/kontakt.asp

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
HR ZAGREB 01	Prof. dr. sc. Aleksa Bjeliš		
A GRAZ02	Prof.Dr. Harald Kainz Rector		

** 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*

³ Scanned signatures are accepted