



Erasmus+ Programme

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

Inter-institutional agreement 2021/22

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 (email, phone)	Website (eg. of the course catalogue)
University of Porto - Faculty of Engineering (FEUP)	P PORTO02	LOCAL COORDINATOR: Prof. João Pedro Pêgo Rua Dr. Roberto Frias, 4200-465 Porto (PT) Phone: +351225081900; Fax: +351225081440; email: jpego@fe.up.pt ACADEMIC COORDINATOR(S): Prof. Isabel Ribeiro Exchange Coordinator of Civil Engineering iribeiro@fe.up.pt ADMINISTRATIVE CONTACT: Cooperation Unit (COOP) Rua Dr. Roberto Frias 4200-645 Porto, Portugal Phone: +351225081411; Email: international@fe.up.pt incoming@fe.up.pt	www.fe.up.pt/admissions
SVEUČILIŠTE U ZAGREBU University of Zagreb Faculty of Civil Engineering	HR ZAGREB01	Institutional coordinator: Ida Ogulinac (Ms) E-mail: erasmus.coordinator@unizg.hr Tel: +385 1 4698 128 Faculty coordinator: Assistant Professor Gordon Gilja E-mail: ggilja@grad.hr Tel: +385 1 4639 311	http://www.unizg.hr/homepage/ international- exchange/exchange-students/

B. Mobility numbers¹ 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 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*]
P PORTO02 Civil Engineering	HR ZAGREB01	0732	Building and Civil Engineering	2 nd	2 students x 5 months = 10 months
HR ZAGREB01	P PORTO02 Civil Engineering	0732	Building and Civil Engineering	2 nd	2 students x 5 months = 10 months

[*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.]

TEACHING STAFF MOBILITY

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
P PORTO02	HR ZAGREB01	0732	Building and Civil Engineering	1 x 8 hours
HR ZAGREB01	P PORTO02	0732	Building and Civil Engineering	1 x 8 hours

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates to acquire 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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO02	Engineering	Portuguese	English / Suitable for English Speaking Students (4 th and 5 th year)	B1 (no certification required); English (recommended)	B2 English/Portuguese (no certification required)

¹ 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>

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>

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR ZAGREB01	Civil Engineering	Croatian	English (lectures are held in Croatian, consultations in English are provided for foreign students)	B2	B2

D. Additional requirements

P PORTO02

Online Application Form: www.fe.up.pt/admissions

Information for Disabled Students: https://sigarra.up.pt/feup/en/web_base.gera_pagina?P_pagina=31549

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]
P PORTO02	30 th April	15 th October
HR ZAGREB01	10 May	10 November

P PORTO02:

1. As soon as the application is approved by the Faculty of Engineering, it will be validated by the Central International Office of the U.Porto, who will send an acceptance e-mail with relevant information and upload a file with the Acceptance Letter + the application form, both digitally signed, in their online application.
2. A Transcript of Records will be issued by the receiving institution no later than six weeks after the assessment period has finished at the receiving HEI.
3. In case of master's thesis/dissertation/project courses, the deadline for issuing the Transcript of Records starts counting after the students have complied with all required internal procedures and formalities.

Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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 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."]

F. Information

1. Grading systems of the institutions

P PORTO02

The University of Porto uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to devote to the course (in the form of lectures, homework, reading, essays, consultations, seminars, etc.). 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. At the University of Porto, one credit corresponds to 27 hours of student total work.

1 full academic year = 60 credits

1 semester = 30 credits

Local Grades awarded on a scale of 0-20 (pass mark 10)

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient

ECTS Grades

The ECTS grading scale is based on the percentile (similar but not identical to the class rank) of a student in a given assessment, that is how was his/her performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Therefore, ECTS grade does not have a direct fixed correspondence to the local grade.

ECTS Grade Nota ECTS	% of students who have achieved this grade % de alunos que obtiveram esta nota
A	10
B	25
C	30
D	25
E	10
FX	-

HR ZAGREB 01: <http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/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
P PORTO02	Tel: +351 22 040 80 56 E-mail: international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122271
HR ZAGREB01	incoming@unizg.hr +385 1 4698 105	http://www.unizg.hr/homepage/international-exchange/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
P PORTO02	Tel: +351 22 040 80 56 E-mail: international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122275
HR ZAGREB01	incoming@unizg.hr +385 1 4698 105	http://www.unizg.hr/homepage/international-exchange/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
P PORTO02	Tel: +351 22 040 80 56 E-mail: international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122274
HR ZAGREB01	incoming@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature³
P PORTO02	Prof. João Pedro Pêgo ERASMUS+ Local Coordinator		
HR ZAGREB01	Professor Stjepan Lakušić, 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.

³ Scanned signatures are accepted, provided with a stamp from each institution