



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-2020/2021² 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)
Istanbul University- Cerrahpaşa	TR ISTANBU 64	Erasmus Institutional Coordinator Prof. Dr. Sevinç HATİPOĞLU erasmus.iuc@istanbul.edu.tr Tel: +90 212 440 00 00/11222	http://erasmus.istanbulc.edu.tr/en/ Lecture Catalogue: http://ebs.istanbulc.edu.tr

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.

Istanbul University- Cerrahpaşa	TR ISTANBU 64	Departmental Coordinator Assoc. Prof.Dr. Savaş Erdem, savas.erdem@istanbul.edu.tr Tel: +90 212 440 00 00/17923	
Sveučilište u Zagrebu University of Zagreb Građevinski fakultet Faculty of Civil Engineering	HR ZAGREB01	Institutional coordinator: Ida Ogulinac (Ms) E-mail: erasmus.coordinator@unizg.hr , Tel: +385 1 4698 128	http://international.unizg.hr/international_students/exchange_students
Sveučilište u Zagrebu University of Zagreb Građevinski fakultet Faculty of Civil Engineering	HR ZAGREB01	Faculty coordinator: Assistant Professor Gordon Gilja E-mail: ggilja@grad.hr Tel: +385 1 4639 311	https://www.grad.unizg.hr/en/programms

B. Mobility numbers⁵ 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.

Student Mobility (SMS)

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 *

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>)

TR ISTANBU 64	HR ZAGREB 01	0732	Civil Engineering	1, 2, 3	4 students each for 5 months	
HR ZAGREB 01	TR ISTANBU 64	0732	Civil Engineering	1, 2, 3	4 students each for 5 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.]

Staff Mobility (STT or STA)

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 *
TR ISTANBU 64	HR ZAGREB 01	0732	Civil Engineering	1 teacher X 5 days	
HR ZAGREB 01	TR ISTANBU 64	0732	Civil Engineering	1 teacher 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	Optional: Subject area	Language	Language of instruc-	Recommended language of instruction level ⁶
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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>

[Erasmus code]		of instruction 1	tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU 64	Civil Engineering	English	Turkish	B2	B2
HR ZAGREB 01	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]*.

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.]

- **TR ISTANBU 64**
- The selection criteria for students and staff are regulated by the sending university; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving institution.
- Erasmus Incoming Students have to choose courses from the department with which the agreement is existing, they can choose two courses from any faculties as long as the courses are not overlapping!
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by a Istanbul University-Cerrahpaşa contact person – is required.

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]
TR ISTANBU 64	June 15th	November 15th
HR ZAGREB01	10 May	10 November

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

TR ISTANBU 64

Information on the Application System is available at

<http://erasmus.istanbulc.edu.tr/en/>

2. The receiving institution will send its decision within [6] 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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."

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

F. Information

1. Grading systems of the institutions

TR ISTANBU 64

ECTS Credits: Istanbul University-Cerrahpaşa uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: Istanbul University-Cerrahpaşa recommends the following grading equivalency table:

Cooresponding Grades in Numbers	Cooresponding I.U. Grades	ECTS Grades
4.00	AA	A
3.50	BA	B
3.00	BB	C
2.50	CB	D
2.00	CC	E
1.50	DC	-
1.00	DD	-
0.00	FF	FX
0.00	FD	F
-	G	-
-	M	-

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
TR ISTANB U 64	erasmus.iuc@istanbul.edu.tr	http://erasmus.istanbulc.edu.tr/en/ and https://e-ikamet.goc.gov.tr/
HR ZAGREB 01	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
TR ISTANBUL 64	erasmus.iuc@istanbul.edu.tr	http://erasmus.istanbulc.edu.tr/en/
HR ZAGREB B01	incoming@unizg.hr +385 1 4698 105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb

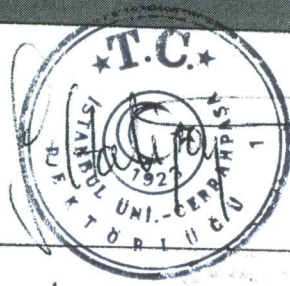
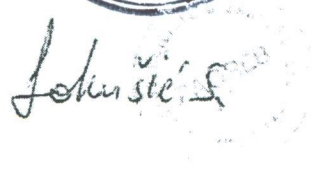
4. Housing

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
TR ISTANBU 64	erasmus.iuc@istanbul.edu.tr	http://erasmus.istanbulc.edu.tr/en/ and http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html
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 ⁷
TR ISTANBU 64	Prof. Dr. Sevinç HATİPOĞLU Erasmus Institutional Coordinator	15.10.2018	
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.

⁷ Scanned signatures are accepted