



Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21]¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb) FAKULTET POLITIČKIH ZNANOSTI FACULTY OF POLITICAL SCIENCE	HR ZAGREB 01	<u>Institutional coordinator:</u> Tajana Nikolić (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-165 <u>Faculty coordinator:</u> NEBOJŠA BLANUŠA (Mr) nblanusa@fpzg.hr , tel: +385-1-46-42-112	http://international.unizg.hr/international_students/exchange_students http://www.fpzg.unizg.hr/
UNIVERSIDAD CARLOS III DE MADRID	EMADRID14	Academic coordinator: Prof. Carmen Ciller C/ Madrid, 126 – Room 17.2.32 – 28903 Getafe (Madrid) Spain	Erasmus information: http://www.uc3m.es/portal/page/portal/international_students/exchange Course catalogue :

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Tel. +34 91 624 8545 E-mail: mcarmen.ciller@uc3m.es Administrative coordinator: Ms. Ana Gimeno. Exchange Programs Coordinator School of Humanities, Communication and Library Science C/ Madrid, 126 – Room 8.1.18 – 28903 Getafe (Madrid) Spain Tel. +34 91 624 8658 E-mail: agimeno@pa.uc3m.es	http://www.uc3m.es/portal/page/portal/home/studies/degree_programmes
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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]	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 <i>[total number of months of the study periods]</i>	Student Mobility for Traineeships *
E MADRID14	HR ZAGREB 01	213	Film, TV and Media Studies	1 st , 2 nd	10 months (2 student × 5 months)	/
HR ZAGREB 01	E MADRID 14	213	Film, TV and Media Studies	1 st , 2 nd	10 months (2 student × 5 months)	/

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 *
E MADRID 14	HR ZAGREB 01	213	Film, TV and Media Studies	10 days (2 persons x 5 days)	
HR ZAGREB 01	E MADRID 14	213	Film, TV and Media Studies	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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01	32/329	Croatian	English	B2	B2
E MADRID 14	32/329	English	Spanish	B2	B2

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

EMADRID14:

- **Disabled Students and Staff:** The University has developed actions with the aim of improving the assistance offered to disabled persons. Among others, we offer specific services under the Integration Program for Disabled Students (see link), infrastructure adaptation and investigation projects devoted to improve their quality of life. http://www.uc3m.es/portal/page/portal/cultura_y_deporte/discapacidad/estudiantes/guia (info in Spanish)

- **Buddy Program:**

http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy

- **Orientation Program and Welcome Event:** The Welcome Event and the Orientation for international students will take place at the beginning of each semester:

http://www.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival

- **Other International Student Support and Orientation:**

- BEST: <http://best.uc3m.es> / carlos3@best.eu.org
- ANUDI: <http://www.anudi.org> / madrid@anudi.org
- ESN (Erasmus Student Network) offers cultural activities for all international students. <http://www.esnuc3m.es>

The student service "Espacio Estudiantes" also welcomes international exchange students to take part in the activities they organize:

http://www.uc3m.es/portal/page/portal/cultura_y_deporte

³ 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>

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
E MADRID 14	Nomination & Application: Mid-March to mid-May	Nomination & Application: Beginning of October to beginning of November.

2. The receiving institution **HR ZAGREB 01** will send its decision within 8 weeks. The receiving institution **E MADRID 14** 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.
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. 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

E MADRID 14:

Spanish Grading System		ECTS
NP	No Report	
<4.9	Fail	F
5 to 5.9	Sufficient	E
6 to 6.9	Satisfactory	D
7 to 7.9	Good	C
8. to 8.9	Very Good	B
9 to 10	Excellent	A
10 MH	Excellent with Distinction	A+

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
E MADRID 14		Information on Visa

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
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HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
E MADRID 14		http://www.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/documents


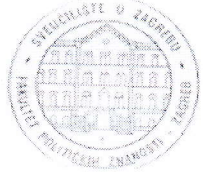

4. Housing

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
E MADRID 14		http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁴
HR ZAGREB 01	Nenad Zakošek, Dean*	12.9.2013.	 
E MADRID 14	Prof. Alvaro Escribano Vice-rector of International Relations	25.10.2013.	

⁴ Scanned signatures are accepted

** 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*