



## Erasmus+ Programme

### Key Action 1

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

### Inter-institutional agreement

**2014/2015 - 2020/2021<sup>1</sup>**  
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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb) FAKULTET POLITIČKIH ZNANOSTI Faculty of Political Sciences	HR ZAGREB 01	Institutional coordinator: Ida Ogulinac (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> , Tel: +385-1-46-98-128 Faculty coordinator: Igor Kanižaj, Ph.D. <a href="mailto:ikanizaj@fpzg.hr">ikanizaj@fpzg.hr</a>	<a href="http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-and-studies/">http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-and-studies/</a>

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

ERASMUS DO METROPOLITANU

DO ERASMUSU AN

Metropolitan University Prague	CZ PRAHA18	<p>General e-mail: <a href="mailto:erasmus@mup.cz">erasmus@mup.cz</a> Postal Address: MUP International Office Dubecská 900/10, 100 31 Prague 10 Czech Republic</p> <p>Mr Josef Vochozka Head of International Office <a href="mailto:vochozka@mup.cz">vochozka@mup.cz</a> +420 724 958 434</p> <p>Mrs Kateřina Grmelová Erasmus Coordinator <a href="mailto:grmelova@mup.cz">grmelova@mup.cz</a> +420 725 482 525</p> <p>Ms Andrea Janáčková Erasmus Incoming Coordinator <a href="mailto:erasmus@mup.cz">erasmus@mup.cz</a> <a href="mailto:janackova@mup.cz">janackova@mup.cz</a> +420 725 514 690</p>	<p><a href="http://www.mup.cz">www.mup.cz</a> List of courses in English: <a href="http://www.mup.cz/en/international-cooperation/incoming-erasmus-students/courses-offered-in-english.html">http://www.mup.cz/en/international-cooperation/incoming-erasmus-students/courses-offered-in-english.html</a></p>
...]			

### B. Mobility numbers 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	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus	[Erasmus				

code of the sending institution	code of the receiving institution	code [ISCED]	name	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
CZ PRAHA 18	HR ZAGREB 01	0312	Political Science and Civics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	15 (3 students x 5 months)	/
		0321	Journalism and reporting	1 <sup>st</sup> , 2 <sup>nd</sup>	15 (3 students x 5 months)	/
HR ZAGREB 01	CZ PRAHA 18	0312	Political Science and Civics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	15 (3 students x 5 months)	/
		0321	Journalism and reporting	1 <sup>st</sup> , 2 <sup>nd</sup>	15 (3 students x 5 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 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]	Staff Mobility for Training *
CZ PRAHA 18	HR ZAGREB 01	0312	Political Science and Civics	10 days (2 persons x 5 days)	5 days/ 1 person
		0321	Journalism and reporting	10 days (2 persons x 5 days)	5 days/ 1 person

HR ZAGREB 01	CZ PRAHA 18	0312	Political Science and CIVICS	10 days (2 persons x 5 days)	5 days/ 1 person
		0321	Journalis m and reporting	10 days (2 persons x 5 days)	5 days/ 1 person

### 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 <sup>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01	0312, 0321	Croatian	English	B2	B2
CZ PRAHA18	0312, 0321	Czech	English	B2	B2

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

<sup>3</sup> 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](mailto: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]
HR ZAGREB01:	10 May	10 November
CZ PRAHA18	1 June	30 November

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

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

HR ZAGREB 01:

<http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/>

## CZ PRAHA18:

<b>Metropolitan University Prague: Course Load per Semester:</b>		
In average 30 ECTS (European Credit Transfer System), that means 6 courses.		
<b>Grading:</b>		
ECTS-Grade	Local grade	Proportion (%) of the entire performance in the exam
Excellent	1	100 - 88
Very Good	2	87 - 74
Good	3	73 - 64
Fail	4	63 - 0

### 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	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/">http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/</a>
CZ PRAHA18	janackova@mup.cz	<a href="http://www.mvcr.cz/mvcren/article/immigration.aspx">http://www.mvcr.cz/mvcren/article/immigration.aspx</a>

### 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	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/">http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/</a>
CZ	janackova@mup.cz	<a href="http://www.mvcr.cz/mvcren/article/third-country-">http://www.mvcr.cz/mvcren/article/third-country-</a>

PRAHA18	<a href="http://nacionals-application-requirements-travel-medical-insurance-during-a-stay-longer-than-90-days.aspx">nacionals-application-requirements-travel-medical-insurance-during-a-stay-longer-than-90-days.aspx</a>
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#### 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:

Institutio n [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	vlado.levak@sczg.hr	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/student-counselling-and-support-services/housing/">http://www.unizg.hr/homepage/international-exchange/exchange-students/student-counselling-and-support-services/housing/</a>
CZ PRAHA18	janackova@mup.cz	<a href="http://www.mup.cz/en/study-information/accommodation.html">http://www.mup.cz/en/study-information/accommodation.html</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup> and stamp
HR ZAGREB 01	Lidija Kos Stanišić, Ph.D., dean	29/10/14	 
CZ PRAHA18	Prof. PhDr. Michal Klíma, CSc., Rector	31/10/2014	 

\* According to the Article 21 of the University of Zagreb Statute, in the 15<sup>th</sup> session of the 344th academic year (2012/2013), held on 11 July 2013 the 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.

<sup>4</sup> Scanned signatures are accepted