

Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2020² 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)
UNIVERSITE LIBRE DE BRUXELLES	B-BRUXEL 04	Contact person : Mrs. Elizabeth Olivares Service de Mobilité Etudiante (SME) Elizabeth.Olivares.Fontt@ulb.ac.be ; mobilite@ulb.ac.be Tél : + 32-2-650.67.68 Contact person at the Faculty: Mrs Caroline HOURDRY, Caroline.Hourdry@ulb.ac.be	http://www.ulb.ac.be/index.html
HU UNIVERSITY OF ZAGREB	HR ZAGREB01	Institutional coordinator: Ida Ogulinac (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-165 Faculty coordinator:	http://international.unizg.hr/international_students/exchange_students

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.

		NEBOJŠA BLANUŠA (Mr) nblanusa@fpzg.hr , tel: +385-1-46-42-112	http://www.fpzg.unizg.hr/
[...]			

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.

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*]
B-BRUXEL 04	HR ZAGREB01	313	Political Science and Civics: Political Science	1st, 2nd	2X5=10
HR ZAGREB01	B-BRUXEL 04	313	Political Science and Civics: Political Science	1st, 2nd	2X5=10

[*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.]

FROM	TO	Subject	Subject	Number of staff mobility periods
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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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]
B-BRUXEL 04	HR ZAGREB01	313	Political Science and Civics: Political Science	5 days (8h)
HR ZAGREB01	B-BRUXEL 04	313	Political Science and Civics: Political Science	5 days (8h)

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 level⁶	
				Student Mobility for Studies. [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B-BRUXEL 04		FR	English	B1	B2
HR ZAGREB 01		Croatian	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]*.

D. Additional requirements

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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>

ULB's student disabilities' service, offer of the assistance and organize, if required, assistance or possible timetable adjustments, to allow disabled students to complete their exchange's period in the best possible conditions. <http://www.ulb.ac.be/services/etudiants/etudiants-handicap.html>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B-BRUXEL 04 http://fsp.ulb.ac.be/fr/programme-international/procedure-dadmission/avant-lechange	June 1 st	October 1st
HR ZAGREB01:	10 May	10 November

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

2. The receiving institution will send its decision within [4] 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

In the event of unilateral termination of the agreement, 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

B-BRUXEL 04: <http://www.ulb.ac.be/enseignements/presentation/fr/presentation-fr-ects.html>

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
B-BRUXEL 04	mobilite@ulb.ac.be	http://diplomatie.belgium.be/fr/Services/venir_en_belgique/ http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	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
B-BRUXEL 04	mobilite@ulb.ac.be	For inscription as an exchange student the payment of ULB insurance is requested (12 € in 1415), this covers any accidents that might occur in the pursuit of academic activities http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb

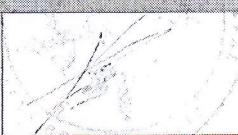
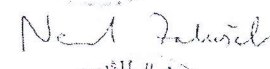
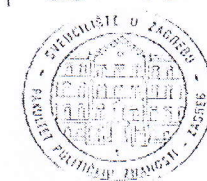
4. Housing

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
B-BRUXEL 04	Office.du.Logement@ulb.ac.be	http://www.ulb.ac.be/logements/index.html
HR ZAGREB01	vlado.levak@sczg.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
B-BRUXEL 04	Institutional Mobility Coordinator : Mme Françoise D'HAUTCOURT	20.06.14	
HR ZAGREB01	Nenad Zakošek, Dean*	26.6.2014.	 

* 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