

# Erasmus+ Programme

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

## Inter-institutional agreement 2015-20[21]<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 SCIENCE	HR ZAGREB 01	<u>Institutional coordinator:</u> Ida Ogulinac (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> Tel: +385-1-46-98-165 <u>Faculty coordinator:</u> NEBOJŠA BLANUŠA (Mr) <a href="mailto:nblanusa@fpzq.hr">nblanusa@fpzq.hr</a> , tel: +385-1-46-42-112	<a href="http://international.unizg.hr/international_students/exchange_students">http://international.unizg.hr/international_students/exchange_students</a>  <a href="http://www.fpzq.unizg.hr/">http://www.fpzq.unizg.hr/</a>
Západočeská univerzita v Plzni University of West Bohemia Department of Politics and	CZ PLZEN01	International Office, Univerzitní 20, 306 14 Plzeň, Czech Republic tel/ fax +420 377 635 702 e-mail: <a href="mailto:erasmus@rek.zcu.cz">erasmus@rek.zcu.cz</a>	<a href="http://www.zcu.cz/en/ects/">http://www.zcu.cz/en/ects/</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.

International Relations, Faculty of Philosophy and Arts Univerzitiní 8, 306 14 Plzeň, Czech Republic	Magdaléna Leichtová e-mail: <a href="mailto:leicht@kap.zcu.cz">leicht@kap.zcu.cz</a>	<a href="http://ff.zcu.cz/kap/erasmus/foreign-students/">http://ff.zcu.cz/kap/erasmus/foreign-students/</a>
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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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
CZ PLZEN01	HR ZAGREB01	313	Political Science	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	15 (3 students x 5 months)	
HR ZAGREB 01	CZ PLZEN01	313	Political Science	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</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 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]	Staff Mobility for Training *
CZ PLZEN01	HR ZAGREB 01	313	Political Science	10 days (2 persons x 5 days)	10 days (2 persons x 5 days)
HR ZAGREB 01	CZ PLZEN01	313	Political Science	10 days (2 persons x 5 days)	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 <sup>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		Croatian	English	B2	B2
CZ PLZEN01		EN	CZ	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

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 PLZEN01	May 15th	November 30th

[\* 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."

<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>

## F. Information

### 1. Grading systems of the institutions

HR ZAGREB 01:

[http://international.unizg.hr/international\\_students/exchange\\_students/academic\\_information](http://international.unizg.hr/international_students/exchange_students/academic_information)

### **CZ PLZEN01: Grading system University of West Bohemia**

At University of West Bohemia, one full academic year includes two terms with an ECTS credit of 30 for each. Courses are graded in numbers from 1 to 4. These grades are equivalent in ECTS grade and level as follows: 1 – Excellent, 2 – Very Good, 3 – Good, 4 – Unsatisfactory (Fail). Some courses are graded by mark R – it means: satisfactory completion of course, no grade.

### 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	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698105	<a href="http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb">http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb</a>
CZ PLZEN01	<a href="mailto:erasmus@service.zcu.cz">erasmus@service.zcu.cz</a>	<a href="http://international.zcu.cz/">http://international.zcu.cz/</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	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698105	<a href="http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb">http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb</a>
CZ PLZEN01	<a href="mailto:erasmus@service.zcu.cz">erasmus@service.zcu.cz</a>	<a href="http://international.zcu.cz/">http://international.zcu.cz/</a>

### 4. Housing


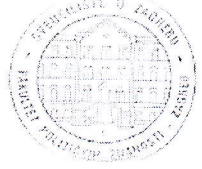
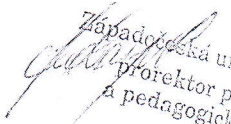
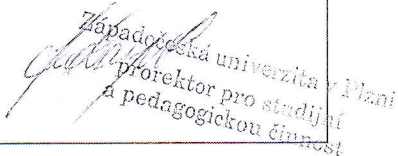
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher

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	<a href="mailto:vlado.levak@sczq.hr">vlado.levak@sczq.hr</a>	<a href="http://international.unizg.hr/international_students/exchange_students/student_services/housing">http://international.unizg.hr/international_students/exchange_students/student_services/housing</a>
CZ PLZEN01	<a href="mailto:erasmus@service.zcu.cz">erasmus@service.zcu.cz</a>	<a href="http://international.zcu.cz/">http://international.zcu.cz/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
HR ZAGREB 01	Nenad Zakošek, Dean*	18.08.2014.	 
CZ PLZEN01	doc. PaedDr. Jaroslav Dokoupil, Ph.D. Vice-rector for academic affairs	12 -09- 2014	 

\* According to the Article 21 of the Statute, University of Zagreb, in the 15<sup>th</sup> session of the 344<sup>th</sup> 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