



Erasmus+ Programme

Key Action 1

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

Inter-institutional agreement 2015-20[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)	HR ZAGREB 01	<u>Institutional coordinator:</u> Ida Ogulinac (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-128 <u>Faculty coordinator:</u> Marko Rogošić (PhD), mrogosic@fkit.hr , Tel. +385-1-45-97-281	http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-and-studies/
Technische Universität München International Center	D MUNCHEN02	Valérie Lechevallier Erasmus Coordinator Tel.: +49 89 289 22582 lechevallier@zv.tum.de	https://campus.tum.de/tumonline/webnav.ini
Technische Universität München Faculty of Chemistry	D MUNCHEN02	Dr. Julia Hauk Erasmus Departmental Coordinator julia.hauk@tum.de	https://campus.tum.de/tumonline/webnav.ini

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.

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.

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]	Student Mobility for Traineeships *
D MUNCHEN 02	HR ZAGREB 01	0531	Chemistry	1 st , 2 nd	1 student x 5 months	
		0711	Chemical Engineering	1 st , 2 nd	1 student x 5 months	
HR ZAGREB 01	D MUNCHEN 02	0531	Chemistry	1 st , 2 nd	1 student x 5 months	
		0711	Chemical Engineering	1 st , 2 nd	1 student x 5 months	

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		Croatian	English	B2	B2
D MUNCHEN 02	Chemistry	German		B1	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

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>

D MUNCHEN 02: See Annex

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
D MUNCHEN 02	See Annex	See Annex

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.

D MUNCHEN 02: See Annex

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/>

D MUNCHEN 02: See Annex

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 ,	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
D MUNCHEN 02	See Annex	See Annex

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 ,	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
D MUNCHEN 02	See Annex	See Annex


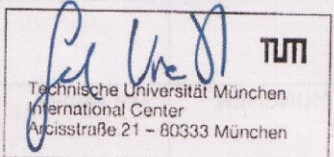
4. Housing

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://www.unizg.hr/homepage/international-exchange/exchange-students/student-counselling-and-support-services/housing/
D MUNCHEN 02	See Annex	See Annex

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴ and stamp
HR ZAGREB 01	Prof. Bruno Zelić, Dean*	16 October 2014	
D MUNCHEN02	Sabine Viererbl Erasmus Institutional Coordinator	10.11.2014	

⁴ Scanned signatures are accepted

** According to the Article 21 of the University of Zagreb Statute, in the 15th 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.*

Annex to Erasmus+ Inter-Institutional Agreement Institutional Factsheet

1 Institutional Information

1.1 Institutional details

Name of the institution	Technische Universität München (TUM)
Erasmus Code	D MUNCHEN02
EUC	28692-IC-1-2007-1-DE-ERASMUS-EUCX-1
Institution website	http://www.tum.de/
Online course catalogue	https://campus.tum.de/tumonline/webnav.ini To access the course catalogue, please select « courses » in the search bar.

1.2 Main contacts

Contact person	Simone Froehlich
Responsibility	Coordinator Erasmus Student Mobility for Traineeships and Staff Mobility – Outgoing
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail: froehlichs@zv.tum.de Tel.: +49 89 289 25415

Contact person	Sabine Viererbl
Responsibility	Coordinator Erasmus Student Mobility for Studies – Outgoing
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail: viererbl@zv.tum.de Tel.: +49 89 289 25433

Contact person	Petra Ritter
Responsibility	Coordinator Welcome Office – Incoming
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail: ritter@zv.tum.de Tel.: +49 89 289 25012

2 Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Architecture	German and/or English	B1
Student Mobility for Studies	Civil, Geo and Environmental Engineering	German and/ or English	B1
Student Mobility for Studies	Chemistry	German	B1

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Electrical Engineering and Information Technology	German and/ or English	B1
Student Mobility for Studies	Informatics	German and/ or English	B1
Student Mobility for Studies	Mathematics	German and/ or English	B1
Student Mobility for Studies	Mechanical Engineering	German	B1
Student Mobility for Studies	Medicine	German	B1
Student Mobility for Studies	Physics	German and/ or English	B1
Student Mobility for Studies	Sport and Health Sciences	German and/ or English	B1
Student Mobility for Studies	TUM School of Education	German and/ or English	B2
Student Mobility for Studies	TUM School of Management	German and/ or English	B2
Student Mobility for Studies	Center of Life and Food Sciences Weihenstephan	German and/ or English	B2

Recommended language of instruction level for Staff Mobility for Teaching: B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>. For more details on the language of instruction recommendations, please refer to our international student advisers (<http://www.international.tum.de/en/contact/international-student-advisers/>).

3 Additional requirements

E-Nomination & necessary application documents

The partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via the web-based platform “moveonnet” (= eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the completed application documents to TUM. Applications from students sent directly to the TUM International Office will not be accepted. Nominated Students should submit in the following documents, see: www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/erasmus/

4 Calendar

4.1 Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	31.05.
Spring term	31.10.

Semester Data:

Winter (autumn) term: October – March, Summer (spring) term: April – September (Specific semester dates: <http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/>)

4.2 Decision Response

We will send our decision from July/December (for coming winter term/summer term) on.

4.3 Transcripts of Records

Students should contact their international student advisers (<http://www.international.tum.de/en/contact/international-student-advisers/>).

Further information:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/transcript-of-records-and-other-confirmations/>

4.4 Termination of Agreement

A notice of at least one academic year should be given. This means that 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.

5 Additional information

5.1 TUM welcomes students and staff with disabilities.

Learn more at: <http://www.tum.de/en/studies/advising/barrier-free-education/>

5.2 Grading system

D MUNCHEN02: According to § 17 of our “General Academic and Examination Regulations for Bachelor’s and Master’s Programs (APSO)” at Technische Universität München, please find attached the description of the institutional grading system.

Description of the institutional grading system

The subject grade is the average of the individual examination grades in that subject and is expressed according to the following scale:

1, 0	to	1,5	“very good”
1, 6	to	2,5	“good”
2, 6	to	3,5	“satisfactory”
3, 6	to	4,0	“sufficient”
4, 1	to	5,0	“fail”

5.3 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact person:

Contact person	Petra Ritter
Responsibility	Coordinator Welcome Office and Visa counselor
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail: ritter@zv.tum.de Tel.: +49 89 289 25012
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/

5.4 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education (http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm) We will inform incoming students/staff of cases in which insurance cover is not automatically provided (eg. public liability insurance). Information and assistance for the compulsory health insurance is provided on the website:

Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511
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5.5 Housing

The TUM does not own any accommodation and search will be difficult, but our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

The application for the Erasmus program at TUM does not include an offer for a room in a dorm. Students have to find a room themselves on the private market with the list of hints on finding accommodation:

Information and assistance can be provided by the following persons and information sources:

Contact details	incoming_help@zv.tum.de
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/exchange-students/

5.6 Orientation Program

TUMi provides an orientation program designed to help students find their way in Munich. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term) and is divided into about instructional units that are designed to not only help you get through the paper work upon arrival, but also acquaint you with the cultural possibilities in and around Munich:

Contact person	Dominik Beisser
Responsibility	Coordinator TUMi
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail: tumi-koordination@zv.tum.de Tel.: +49 89 289 25477
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/orientation-weeks/