



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** **[Minimum requirements]²**

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.

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.



A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE CASTILLA- LA MANCHA	E CIUDA-R01	UCLM. OFICINA DE RELACIONES INTERNACIONALES DEL CAMPUS DE TOLEDO: (ADDRESS). EDIFICIO UNIVERSITARIO MADRE DE DIOS. COBERTIZO DE SAN PEDRO MÁRTIR, S/N. 45071 TOLEDO (SPAIN) (E-MAIL): Ori.to@uclm.es (TEL): +34925265744 UCLM'S PROFESSOR: ABDERRAZZAK DOUHAL Abderrazzak.Douhal@uclm.es	http://www.uclm.es/estudios/catalogo/en/grado.aspx
University of Zagreb	HR ZAGREB01	<u>Institutional coordinator:</u> Tajana Nikolić (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-165 <u>Faculty coordinator:</u> Marko Rogošić (PhD), mrogosic@fkit.hr , Tel. +385-1-45-97-281	http://international.unizg.hr/international_students/exchange_students

³Contact details to reach the senior officer in charge of this agreement and of its possible updates.



B. Mobility numbers⁴ 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 [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*]	Student Mobility for Traineeships *
E CIUDA-R01	HR ZAGREB01	442	Chemistry	1st , 2nd, 3rd	3 x 5 months each	
HR ZAGREB01	E CIUDA-R01	442	Chemistry (TOLEDO)	1st , 2nd, 3rd	3 x 5 months each	

[*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 [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 or average duration*]	Staff Mobility for Training *
E CIUDA-R01	HR ZAGREB01	442	Chemistry	5	5
HR ZAGREB01	E CIUDA-R01	442	Chemistry (TOLEDO)	5	5

⁴ 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>)



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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E CIUDA-R01		SPANISH	ENGLISH	B1	B2
HR ZAGREB01		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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

Universidad de Castilla – La Mancha has infrastructure to welcome students and staff with disabilities, more information at: <http://www.uclm.es/english/international.asp?op=7>

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

⁵ 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]
E CIUDA-R01	June 15	November 30
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 4 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, 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

Universidad de Castilla – La Mancha: <http://www.uclm.es/english/ects.asp>

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
E CIUDA-R01	ORI CAMPUS TOLEDO UCLM Ori.to@uclm.es +34925265744	http://www.uclm.es/english/international.asp?op=4
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
E CIUDA-R01	ORI CAMPUS TOLEDO UCLM Ori.to@uclm.es +34925265744	http://www.uclm.es/english/international.asp?op=6
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
E CIUDA-R01	ORI CAMPUS TOLEDO UCLM Ori.to@uclm.es +34925265744	http://www.uclm.es/ori/estudiantes_internacionales/guia.asp#alojamiento
HR ZAGREB01	vlado.levak@sczq.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 ⁶
E CIUDA-R01	Fátima Guadamillas Gomez. Vice President for Academic Affairs and International Programs	15.01.14	
HR ZAGREB01	Prof. Bruno Zelić, Dean*	15 January 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

⁶ Scanned signatures are accepted