



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2015-21<sup>2</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>3</sup> (email, phone)	Website (eg. of the course catalogue)
University of Zagreb Faculty of Chemical Engineering and Technology	HR ZAGREB 01	<u>Institutional coordinator:</u> Ida Ogulinac (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> , Tel: +385-1-46-98-128  <u>Faculty coordinator:</u> Marko Rogošić (PhD), <a href="mailto:mrogosic@fkit.hr">mrogosic@fkit.hr</a> , Tel. +385-1-45-97-281	<a href="http://international.unizg.hr/international_students/exchange_students">http://international.unizg.hr/international_students/exchange_students</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

INSTITUT NATIONAL POLYTECHNIQUE DE TOULOUSE  (INP-ENSIACET, INP- ENSAT, INP-ENSEEIH)	F TOULOUS28	Joelle Courbieres, Head of International Relations Office INPT-Erasmus coordinator 6 allée emile monso F-31029 Toulouse Cedex 4 Phone: +33 5 34 32 30 00 Fax: +33 5 34 32 31 83 E-mail: joelle.courbieres@inp- toulouse.fr	
INP-ENSIACET  Ecole Nationale Supérieure des Ingénieurs en Arts Chimiques et Technologiques	F TOULOUS28	Prof. Carlos Vaca-Garcia, Head of International Relations Office INP-ENSIACET 4 allée emile monso F-31030 Toulouse Cedex 4 Phone: +33 5 34 32 33 49 Fax: +33 34 32 33 99 E-mail: Carlos.vacagarcia@ensiacet.fr	www.ensiacet. fr
[...]			

## B. Mobility numbers<sup>4</sup> 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 <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 or average duration*]	Student Mobility for Traineeships *
F TOULOUS 28	HR ZAGREB 01	0531	Chemistry	2nd	6 months (1 student)	16 months (4 students x 4 months)

<sup>4</sup> 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>)

HR ZAGREB 01	F TOULOUS 28	0531	Chemistry	2 <sup>nd</sup> , 3 <sup>rd</sup>	10 months (2 students x 5 months)	12 months (3 students x 4 months)
--------------------	--------------------	------	-----------	-----------------------------------	-----------------------------------------	-----------------------------------------

[\*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 *
F TOULOUS 28	HR ZAGREB 01	0531	Chemistry	5 days (1 person)	15 days (1 person)
HR ZAGREB 01	F TOULOUS 28	0531	Chemistry	5 days (1 person)	15 days (1 person)

The numbers indicated above are the maximum number of students that can be accepted. For **training** mobility, it is important to stress that a **preliminary acceptance** from a researcher in the host research laboratory is required.

### 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching  [Minimum recommended]

<sup>5</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>

				[Minimum recommended level: B1]	level: B2]
HR ZAGREB 01	0531	Croatian	English	B2	B2
FTOULOUS28	0531	French (studies)	English (traineeships)	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

F-TOULOUS28: INP Toulouse has the necessary infrastructure to host, accompany and assist disabled students in fulfilling their exchange program

#### 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
FTOULOUS28	01 June	01 November

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

#### FTOULOUS28

2. The receiving institution will send its decision within 4 to 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 6 to 10 weeks after the assessment period has finished at the receiving HEI

#### HRZAGREB01

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 to 10 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 ZAGREB01:**

Please contact:

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

#### **FTOULOUS28:**

The french grading system requires a minimum score of 10 to validate the Academic Unit (UE).

It is a 20-point scale with the following honors:

10=correct

12=satisfactory

14=good

16= very good

18= and above= congratulations

In practice, outstanding students get a score >15

The European ECTS system initially divides students between pass and fail groups, and then assesses the performance of these two groups separately. Those obtaining passing grades are divided into 5 subgroups:

the best 10% are awarded an A-grade

the next 25% a B-grade

the following 30% a C-grade

the following 25% a D-grade

and the final 10% an E-grade

Those who have not achieved a performance sufficient to allow a passing grade are divided into 2 subgroups:

FX (Fail - some more work required before credit can be awarded)

and F (Fail - considerable further work is required)

### **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>
FTOULOUS28	internationaloffice @ensiacet.fr	European students: <a href="http://www.haute-garonne.gouv.fr/Demarches-administratives/Immigration-et-integration?dmi_code=F21841">www.haute-garonne.gouv.fr/Demarches-administratives/Immigration-et-integration?dmi_code=F21841</a>  Not european students: <a href="http://www.haute-garonne.gouv.fr/Demarches-administratives/Immigration-et-integration?dmi_code=F16162">www.haute-garonne.gouv.fr/Demarches-administratives/Immigration-et-integration?dmi_code=F16162</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
HRZAGREB01	<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>
FTOULOUS28	internationaloffice @ensiacet.fr	The insurance "civil liability" is compulsory. You can take it during registration at INP Toulouse



### 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
HRZAGREB01	<a href="mailto:vlado.levak@sczg.hr">vlado.levak@sczg.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>
FTOULOUS28	Contact for dorm possibilities  internationaloffice@ensiacet.fr	Toul'Box : <a href="https://toulbox.univ-toulouse.fr/">https://toulbox.univ-toulouse.fr/</a>  Practical student handbook Ariane: <a href="http://www.univ-toulouse.fr/vie-etudiante/vie-pratique/guide-pratique-ariane">www.univ-toulouse.fr/vie-etudiante/vie-pratique/guide-pratique-ariane</a>  General information on accomodation: <a href="http://en.univ-toulouse.fr/life/accomodation">http://en.univ-toulouse.fr/life/accomodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
HRZAGREB01	Prof. Bruno Zelić, Dean*	29/6/2015	
FTOULOUS28	Prof. Olivier SIMONIN President INP Toulouse	19/6/2015	

\* 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

<sup>6</sup> Scanned signatures are accepted