



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme ¹

The institutions 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 organization and management of the mobility, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Validity period of the agreement

Timeframe	Academic Year
Start of validity	[2022/2023]
End of validity	[2028/2029]

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
Sveučilište u Zagrebu (University of Zagreb) Fakultet kemijskog inženjerstva i tehnologije	HR ZAGREB 01	<u>Institutional coordinator:</u> Renata Hranjec (Ms), <u>erasmus.coordinator@unizg.hr</u> , Tel: +385-1-46-98-128 <u>Faculty coordinator:</u> Prof. dr. sc. Zvezdana Findrik Blažević, <u>zfindrik@fkit.hr</u> , tel: +385-1-45-97-157	http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/
University of Ljubljana Faculty of Chemistry and Chemical Technology	SI LJUBLJA01	<u>Institutional coordinator:</u> Bibi Ovaska, <u>student.office@uni-lj.si</u> <u>Faculty Academic Coord.:</u> izr. prof. dr. Boštjan Genorio, <u>bostjan.genorio@fkkt.uni-lj.si</u> <u>Head of International Affairs - contact person:</u> <u>nastja.majeric@fkkt.uni-lj.si</u>	http://www.uni-lj.si/international_relations/ http://www.fkkt.uni-lj.si/en/

²Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarificati on (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods	
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]
HR ZAGREB 01	SI LJUBLJAO 1	0711	Chemical engineer ing and processe s (06.3 - 524)		1 st , 3 rd	2	12
		0531	Chemistr y		2 nd , 3 rd	2	12
SI LJUBLJAO 1	HR ZAGREB 01	0711	Chemical engineer ing and processe s (06.3 - 524)		1 st , 3 rd	2	12
		0531	Chemistr y		2 nd , 3 rd	2	12

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
HR ZAGREB 01	SI LJUBLJA 01	0711	Chemical engineer ing and processe s (06.3 - 524)	2	10		
		0531	Chemistr y			2	10
SI LJUBLJA 01	HR ZAGREB 01	0711	Chemical engineer ing and processe s (06.3 - 524)	2	10		
		0531	Chemistr y			2	10

[* Optional columns can be deleted if not applicable. 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 can be indicated if relevant.]

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 instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies	Staff Mobility for Teaching

⁴ 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]	[Minimum recommended level: B2]
HR ZAGREB 01		Croatian	English	B2	B2
SI LJUBLJA01		Slovenian	English (individual consultations)	B2	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB 01	1 st of March to 1 st of May	1 st of September to 1 st of November
SI LJUBLJA01	30 th April	30 th October

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB 01	15 th of May	10 th of November
SI LJUBLJA01	15 th May	15 th November

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB 01	incoming@unizg.hr , +385 1 46 98 165	http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/
SI LJUBLJA01	intern.office@uni-lj.si	https://www.uni-lj.si/international cooperation and exchange/incoming students/

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
Institution 1			
Institution 2			

The University of Zagreb will send its decision no later than 8 weeks.

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available support services for people with:	Contact details (email, phone)	Website for information
HR ZAGREB 01	Students with: motor impairments, visual impairments, hearing impairments, chronic diseases, mental difficulties, specific learning difficulties such as dyslexia, dysgraphia, ADHD.	Office for Students with Disabilities, e-mail: uredssi@unizg.hr, +385 (0)1 4564 405, +385 (0)99 4593 578	www.unizg.hr/homepage/international-exchange/exchange-students/student-services/office-for-students-with-disabilities/
SI LJUBLJA01			

In case of special requirements, incoming students to UL FKKT should contact the Head of International affairs via the email address, listed above.

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
HR ZAGREB 01	- Reduced mobility - Hearing impairments - Visual impairments			www.unizg.hr/homepage/international-exchange/exchange-students/student-services/office-for-students-with-disabilities/

	- ...			
SI LJUBLJA01				

F. Information

1. 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 ZAGREB 01	incoming@unizg.hr , +385 1 46 98 165	www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/
SI LJUBLJA01	intern.office@uni-lj.si	https://www.uni-lj.si/international cooperation and exchange/incoming students/

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 ZAGREB 01	incoming@unizg.hr , +385 1 46 98 165	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
SI LJUBLJA01	intern.office@uni-lj.si	https://www.uni-lj.si/international cooperation and exchange/incoming students/

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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 ZAGREB 01	incoming@unizg.hr , +385 1 46 98 165	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
SI LJUBLJAO 1	intern.office@uni-lj.si	https://www.uni-lj.si/international cooperation and exchange/incoming_students/

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
HR ZAGREB 01	ECTS and Grading System		www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/
SI LJUBLJAO1			

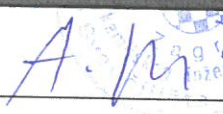
A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following

academic year. 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".

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
HR ZAGREB 01	Prof. dr. sc. Ante Jukić, Dean*		
SI LJUBLJA01	prof. dr. Andreja Žgajnar Gotvajn, Dean*		

* 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

⁵ Scanned signatures are accepted

