



ERASMUS+ PROGRAMME /
OFFICE FOR INTERNATIONAL
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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

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) Filozofski fakultet (Faculty of Humanities and Social Sciences)	HR ZAGREB 01	<u>Institutional coordinator:</u> Tajana Nikolić (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-165 <u>Faculty coordinators:</u> Department of Italian Studies: Etami Borjan, PhD, tel: + 385 1 6002 312, fax ++3 851 6002 428, email: eborjan@ffzg.hr Department of Croatian Language and Literature: Ivana Brković, PhD, tel: + 385 1 6120 082, fax ++3 851 61568 79, email: ivana.brkovic@ffzg.hr Department of Comparative Literature : Maša Grdešić, PhD, tel: +385 1 6120 113, email: mgrdesic@ffzg.hr	http://international.unizg.hr/international_students/exchange_students

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.

		Postal address: FILOZOFSKI FAKULTET / OFFICE FOR INTERNATIONAL COOPERATION Ivana LUČIĆA 3, 10 000 ZAGREB, CROATIA Office for International Cooperation: tsveljo@ffzg.hr Phone: ++ 385 1 6120266; Fax: ++ 385 1 6156 879; http://www.ffzg.hr/international/	
UNIVERSITY OF UDINE <i>International Relations and Mobility Office</i> v. Palladio, 8 33100 UDINE ITALY	UDINE01	Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497420	http://www.uniud.it/international-area/incoming-mobility general course catalogue: http://www.uniud.it/didattica/facolta courses held in english: http://www.uniud.it/International-area

B. Mobility numbers 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 [total number of months of the study periods]	
					Student Mobility for Studies	Student Mobility for Traineeships *
University of Udine	HR ZAGREB 01	222	Foreign Languages (Italian, Croatian)	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	/
HR ZAGREB 01	University of Udine	222	Foreign Languages (Italian, Croatian)	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	
University of Udine	HR ZAGREB 01	09.2	General and Comparative Literature	1 st , 2 nd , 3 rd	5 (1 student x 5 months)	
HR ZAGREB 01	University of Udine	09.2	General and Comparative Literature	1 st , 2 nd , 3 rd	5 (1 student 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 *
University of Udine	HR ZAGREB 01	222	Foreign Languages (Italian, Croatian)	10 days (2 persons x 5 days)	10 days (2 persons x 5 days)
HR ZAGREB 01	University of Udine	222	Foreign Languages (Italian, Croatian)	10 days (2 persons x 5 days)	10 days (2 persons x 5 days)
University of Udine	HR ZAGREB 01	09.2	General and Comparative Literature	5 days (1 person x 5 days)	5 days (1 person x 5 days)
HR ZAGREB 01	University of Udine	09.2	General and Comparative Literature	5 days (1 person x 5 days)	5 days (1 person 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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		Croatian		B2	B2
University of Udine		Italian	Croatian	A1	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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. 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

At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by the Italian student can be given or sent directly to him/her OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement or the changed Learning Agreement has to be given to the Italian student who will submit to the approval of the professor coordinator.

The incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site of I UDINE01:

[-http://www.uniud.it/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng](http://www.uniud.it/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng)

[- http://www.uniud.it/international-area/incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng](http://www.uniud.it/international-area/incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng)

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
University of Udine	15 May (nomination letter)	30 September (nomination letter)

[* 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.
 - I UDINE01 will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from I UDINE01.
 - Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). I UDINE01 cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).
 - I UDINE01 will send its decision (Information package) within 8 weeks at the maximum from the reception of the nomination letter.
 - Erasmus incoming student at I UDINE01 has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.

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:

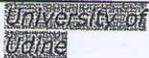
http://international.unizg.hr/international_students/exchange_students/academic_information

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/Incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

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 , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
		http://www.uniud.it/international-area/Incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng

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 , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
<i>University of Udine</i>		<p>At the University of Udine: Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

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://international.unizg.hr/international_students/exchange_students/student_services/housing
<i>University of Udine</i>		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
HR ZAGREB 01	Prof. Damir Boras, PhD Dean*		 Signature and Stamp

⁴ Scanned signatures are accepted

University of Zagreb	Vice rector for International Mobility prof. M. Ballerini	NOV. 2013	  Signature
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* 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

Inter-institutional agreement 2014-20[21]¹ between programme countries

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4. Information about higher education institutions

Institution: University of Zagreb Address: Institut (Faculty of Humanities and Social Sciences)	HR ZAGREB 01	Institutional coordinator: Tatjana Kodrić (PhD), t.kodric@stud.fil.hazu.hr, Tel: +385 1 46 99 165 Faculty coordinators: Department of Italian Studies: Elena Kodrić, PhD, tel: + 385 1 4692 312, fax: +3 931 4692 429, email: e.kodric@fil.hazu.hr Department of Croatian Language and Literature: Ivana Ercegović, PhD, tel: + 385 1 4620 982, fax: +385 1 4620 979, email: ivana.erc@fil.hazu.hr Department of Comparative Literature: Maja Gržanić, PhD, tel: +385 1 4620 312, email: m.grzanic@fil.hazu.hr	Email: international.office@stud.fil.hazu.hr international_students@stud.fil.hazu.hr exchange_students
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² Contact details to reach the senior officer in charge of this agreement, and, if possible updates.