



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-20[21]<sup>1</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>2</sup> (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb) FAKULTET POLITIČKIH ZNANOSTI FACULTY OF POLITICAL SCIENCE	HR ZAGREB 01	<u>Institutional coordinator:</u> Tajana Nikolić (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> , Tel: +385-1-46-98-165 <u>Faculty coordinator:</u> NEBOJŠA BLANUŠA (Mr) <a href="mailto:nblanusa@fpzg.hr">nblanusa@fpzg.hr</a> , tel: +385-1-46-42-112	<a href="http://international.unizg.hr/international_students/exchange_students">http://international.unizg.hr/international_students/exchange_students</a>  <a href="http://www.fpzg.unizg.hr/">http://www.fpzg.unizg.hr/</a>
Univerza v Ljubljani (University of Ljubljana) FAKULTETA ZA DRUŽBENE	SI LJUBLJA01	<u>Institutional Coordinator:</u> Katja Cerjak (Ms.)	<a href="http://www.uni-lj.si/international_relations">http://www.uni-lj.si/international_relations</a>

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

VEDE FACULTY OF SOCIAL SCIENCES		Katja.cerjak@uni-lj.si *3986 1 24 18 590  Faculty Coordinator: Neli Dimc (Ms) neli.dmc@fdv.uni-lj.si tel. *386 1 58 05 307	http://www.fdv.uni-lj.si/en/study/english-programmes
[...]			

### 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.

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]	Student Mobility for Traineeships *
SI LJUBLJA 01	HR ZAGREB 01	313	Political Science and Civics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	15 months (3 students x 5 months)	/
		32/329	Journalism and Information	1 <sup>st</sup> , 2 <sup>nd</sup>	10 months (2 student x 5 months)	/
HR ZAGREB 01	SI LJUBLJA 01	313	Political Science and Civics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	15 months (3 students x 5 months)	/
		32/329	Journalism and Information	1 <sup>st</sup> , 2 <sup>nd</sup>	10 months (2 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	TO	Subject area	Subject area name	Number of staff mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code [ISCED]		Staff Mobility for Teaching [total number of days of teaching periods]	Staff Mobility for Training *
SI LJUBLJA 01	HR ZAGREB 01	313	Political Science and Civics	2 persons x 5 teaching hours per week	
		32/329		2 persons x 5 teaching hours per week	
		99	Administrative		5 days (1 person x 5 days)
HR ZAGREB 01	SI LJUBLJA 01	313	Political Science and Civics	10 days (2 persons x 5 days)	
		32/329	Journalism and Information	10 days (2 persons x 5 days)	
		99	Administrative		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 <sup>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		Croatian	English	B2	B2
SI LJUBLJA01		Slovenian	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].

<sup>3</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>

## 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](mailto:incoming@unizg.hr)

SI LJUBLJA01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [int.office@fdv.uni-lj.si](mailto:int.office@fdv.uni-lj.si)

## 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
SI LJUBLJA01:	15 May	15 November

[\* 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.
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](http://international.unizg.hr/international_students/exchange_students/academic_information)

SI LJUBLJA 01:  
<http://www.fdv.uni-lj.si/en/study/exchange-programmes/international-office/study-information/grading-system>

## 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
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>
SI LJUBLJA01	<a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> 00 386 (0)1 2418592	<a href="http://www.uni-lj.si/international_relations">http://www.uni-lj.si/international_relations</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
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>
SI LJUBLJA01	<a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> 00 386 (0)1 2418592	<a href="http://www.uni-lj.si/international_relations">http://www.uni-lj.si/international_relations</a>

## 4. Housing

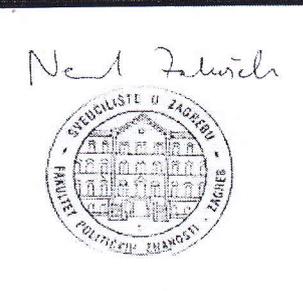
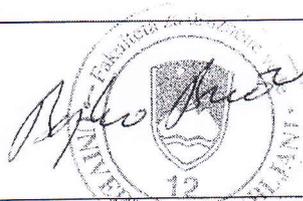
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
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HR ZAGREB01	<a href="mailto:vlado.levak@sczq.hr">vlado.levak@sczq.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>
SI LJUBLJA01	<a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> 00 386 (0)1 2418592	<a href="http://www.uni-lj.si/international_relations">http://www.uni-lj.si/international relations</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
HR ZAGREB 01	Nenad Zakošek, Dean*	12.9.2013.	
SI LJUBLJA01	Bojko Bučar, Dean of the Faculty of Social Sciences by the Authorisation of the Rector	15.11.2013	

\* 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>4</sup> Scanned signatures are accepted