



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017/18-2020/21<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Universitat Politècnica de Catalunya (UPC-Barcelona Tech)</b>  Escola Tècnica Superior d'Enginyers de Camins, Canals i Ports de Barcelona (Civil Engineering School)	E BARCELO 03	<u>For questions related to the international affairs policy, institutional collaboration and the content of the Erasmus agreement :</u>  <b>Ana Andrés (International Relations)</b> C/Jordi Girona, 1-3, building C2 1st floor 08034 Barcelona, SPAIN Tel: +34 934017082 E-mail: <a href="mailto:rji.camins@upc.edu">rji.camins@upc.edu</a>  <u>For questions related to the mobility of students (admissions, learning agreements, registration, transcripts of records, certificates, etc):</u>  <b>Eila Guerola (Academic Secretariat)</b> c/ Jordi Girona 1-3, building C2. Ground Floor. 08034 Barcelona, SPAIN.	<a href="http://www.camins.upc.edu/">http://www.camins.upc.edu/</a>  <a href="http://www.camins.upc.edu/foreign-students">http://www.camins.upc.edu/foreign-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> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Tel: +34 934017968 Fax: +34 934012535 E-mail: <a href="mailto:mobilitystudents.camins@upc.edu">mobilitystudents.camins@upc.edu</a>	
Sveučilište u Zagrebu (University Of Zagreb)  Geotehnički fakultet (Faculty Of Geotechnical Engineering)	HR ZAGREB0 1	For questions related to the international affairs policy, institutional collaboration and the content of the Erasmus agreement :  Ida Ogulinac Telephone: +385 1 46-98-128 e-mail: <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a>  For questions related to the mobility of students (admissions, learning agreements, registration, transcripts of records, certificates, etc):  Anita Ptiček Siročić, Ph.D, Assistant Professor, ECTS coordinator Telephone: + 385 42 408 957 Fax: + 385 42 313 587 e-mail: <a href="mailto:anita.pticek.sirocic@gfv.hr">anita.pticek.sirocic@gfv.hr</a>	<a href="http://www.unizg.hr/homepage/international-exchange/staff-mobility/international-relations-contacts/international-relations-office-of-the-university/">http://www.unizg.hr/homepage/international-exchange/staff-mobility/international-relations-contacts/international-relations-office-of-the-university/</a>  <a href="http://www.gfv.unizg.hr/en/index.html">http://www.gfv.unizg.hr/en/index.html</a>

## B. Mobility numbers<sup>5</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 September 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 *
E BARCELO 03	HR ZAGREB01	582	Civil Engineering (including geological engineering, soil and water sciences)	Bachelor and Master	1 student for 5 months = 5 months in total	0
HR ZAGREB01	E BARCELO 03	582	Civil Engineering (including geological engineering,	Bachelor and Master	1 student for 5 months = 5 months in total	0

<sup>5</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>)

			soil and water sciences)			
		852	Environmental protection (Soil and water sciences)	Bachelor and Master	1 student for 5 months = 5 months in total	

[\*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 BARCELO 03	HR ZAGREB01	582	Civil Engineering	1 professor (1 week)	0
		Faculty interested in doing a teaching staff mobility at Escola de Camins have to find themselves a professor in the same field of knowledge at Escola de Camins who is willing to host him/her.			
HR ZAGREB01	E BARCELO 03	582	Civil Engineering		0

### 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	Optional: Subject area	Language of instruc-	Language of instruc-	Recommended language of instruction level <sup>6</sup>
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<sup>6</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>

[Erasmus code]		tion 1	tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E BARCELO 03	Civil Engineering	Spanish	English Catalan	For <u>Erasmus students</u> : A2 Spanish recommended	
HR ZAGREB01	Environmental Engineering	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].

You can check the list of courses in English at the following link: <http://www.camins.upc.edu/foreign-students>

#### 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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]
E BARCELO 03	HR ZAGREB01

STUDY PLANS Issue	Question
Final PROJECT (research)	<p><b>DEFENSE (soutenance)</b></p> <ul style="list-style-type: none"> <li>Which date do students present and defend the final Project? : February/July</li> <li>Can you guarantee that our students will have their qualifications of their TFG before end July? Yes</li> <li>How is the defense organized? <ul style="list-style-type: none"> <li>Is it a public defense in front of a tribunal? Yes</li> <li>Do international students get a mark? Yes</li> </ul> </li> </ul> <p><b>Final PROJECT (research):</b></p> <ul style="list-style-type: none"> <li>Are our students accepted to undertake their research at your institution?: <ul style="list-style-type: none"> <li>TFG (Bachelor thesis): Yes</li> <li>TFM (Master thesis): Yes</li> </ul> </li> <li>How many ECTS has your: <ul style="list-style-type: none"> <li>TFG (Bachelor thesis) : 5</li> <li>TFM (Master thesis): 25</li> </ul> </li> <li>Are the following done individually (not in groups): <ul style="list-style-type: none"> <li>TFG (Bachelor thesis) : Yes</li> <li>TFM (Master thesis): Yes</li> </ul> </li> </ul> <p>Any other relevant information: A student who wishes to preform a research work at</p>

	the Faculty of Geotechnical Engineering must contact ECTS coordinator who will help him to establish direct contact with thesis mentor. After these steps, the student can apply as an exchange student.
Number of years of bachelor and master	At our School ( <i>Escola de Camins</i> ) is 4+2  Faculty of Geotechnical Engineering: 3+2
Bachelors	Do you accept our incoming students coming from these Bachelors at our school?  <ul style="list-style-type: none"> <li>• <i>Civil Engineering</i>: Yes, but restricted to the areas of geotechnical and hydrotechnical engineering</li> <li>• <i>Public Works Engineering (former Construction)</i>: No</li> <li>• <i>Geological Engineering</i>: Yes</li> </ul>
Master	Do you accept our Master incoming students coming from these scientific areas?  <ul style="list-style-type: none"> <li>• <i>Civil Engineering</i>: No</li> <li>• <i>Geological Engineering</i>: Yes</li> <li>• <i>Environmental Engineering</i>: Yes, including 3 study programmes: Geoenvironmental Engineering, Water management and Environmental management</li> </ul>
PHD (doctorate)	Do you accept PHD students to pursue research for 6 months, as a preparation for their doctorate thesis? No
Study plans	Link to your study plans of bachelor/master where incoming mobility of our school is accepted: <a href="http://www.gfv.unizg.hr/en/index.html">http://www.gfv.unizg.hr/en/index.html</a>

OTHER ISSUES	Question
APPLICATION PROCEDURE	<ul style="list-style-type: none"> <li>• Online application - <a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/">http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/</a></li> <li>• Documents to be provided - <a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/">http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/</a></li> </ul>
LANGUAGE REQUIREMENTS	<ul style="list-style-type: none"> <li>• Language certificate required (if any): Yes, B2 level certificate</li> <li>• Date to be provided : 10 May for the 1st/winter semester / academic year, 10 November for the 2nd/summer semester</li> <li>• Any other relevant information :</li> </ul>
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>- GMAT/GRE? No</li> <li>- Number of necessary credits per semester/year : 20-30 ESTC per semester, 40-60 ECTS per year</li> <li>- If there is semestral mobility, can your students come at both semesters? Yes</li> </ul>
ACADEMIC CALENDAR	1st semester: starts September/October; finishes January/February  2nd semester: starts February/March; finishes June/July  Do you have an extraordinary evaluation period (exams or research defense) in September? Yes
LANGUAGE OF INSTRUCTION	<ul style="list-style-type: none"> <li>- Courses offered in English: <a href="http://www.gfv.unizg.hr/en/index.html">http://www.gfv.unizg.hr/en/index.html</a></li> <li>- Courses offered in local language : No</li> <li>- Are courses of local language offered at your institution? When? No</li> </ul>

FROM	TO
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]
HR ZAGREB01	E BARCELO 03

STUDY PLANS Issue	Question
Final PROJECT (research)	<p><b>DEFENSE (<i>soutenance</i>)</b></p> <ul style="list-style-type: none"> <li>• How is the defense organized? <ul style="list-style-type: none"> <li>◦ Is it a public defense in front of a tribunal? Yes</li> <li>• Do international students get a mark? Yes</li> </ul> </li> </ul> <p><b>Final PROJECT (research):</b></p> <ul style="list-style-type: none"> <li>• Are international students accepted to undertake their research at Escola de Camins institution?: <ul style="list-style-type: none"> <li>• TFG (Bachelor thesis): Yes</li> <li>• TFM (Master thesis): Yes</li> </ul> </li> <li>• How many ECTS has your: <ul style="list-style-type: none"> <li>• TFG (Bachelor thesis) : 12 ECTS</li> <li>• TFM (Master thesis): 25 ECTS</li> </ul> </li> <li>• Are the following done individually (not in groups): <ul style="list-style-type: none"> <li>• TFG (Bachelor thesis) : Yes</li> <li>• TFM (Master thesis): Yes</li> </ul> </li> <li>• International students are welcome to perform a <b>research work</b> at our School. However, there is no service provided to match student requests with on-going research projects at the School. A student who wishes to carry out a research work must contact the research group or professor directly and make the arrangements with them before applying. After following these steps, the student can apply as an exchange student. More information: <a href="http://www.camins.upc.edu/foreign-students/application-admission/exchange-students">http://www.camins.upc.edu/foreign-students/application-admission/exchange-students</a></li> <li>• <b>Evaluation of the research work:</b> it is assessed by a Board of Examiners during a public and oral presentation.</li> </ul>
Study plans	Link to our study plans of bachelor/master where incoming mobility of our school is accepted: <a href="http://www.camins.upc.edu/estudis">http://www.camins.upc.edu/estudis</a>

OTHER ISSUES	Question
APPLICATION PROCEDURE	<ul style="list-style-type: none"> <li>• Online application form and admission requirements: <ul style="list-style-type: none"> <li>◦ <u>Exchange students</u>: <a href="http://www.camins.upc.edu/foreign-students/application-admission/exchange-students">http://www.camins.upc.edu/foreign-students/application-admission/exchange-students</a></li> <li>◦ <u>Double degree students</u>: <a href="http://www.camins.upc.edu/foreign-students/application-admission/double-degree-students">http://www.camins.upc.edu/foreign-students/application-admission/double-degree-students</a></li> </ul> </li> </ul>
LANGUAGE REQUIREMENTS	<ul style="list-style-type: none"> <li>• For <u>Erasmus students and DD students</u>: A2 Spanish recommended</li> </ul>
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• Number of necessary credits per semester/year: <ul style="list-style-type: none"> <li>◦ <u>For Erasmus students</u>: 20/30 ECTS per semester; 40/60 ECTS per year.</li> </ul> </li> <li>• If there is semestral mobility, can international students come at both semesters? Yes</li> </ul>
ACADEMIC CALENDAR	<ul style="list-style-type: none"> <li>• The studies at Escola de Camins are divided into two semesters. <ul style="list-style-type: none"> <li>◦ <u>First semester</u>: starts September/October; finishes January</li> <li>◦ <u>Second semester</u>: starts January/February; finishes May/June/July</li> </ul> </li> <li>• The exact academic calendar depends on the program (bachelor or master). Check <a href="http://www.camins.upc.edu/foreign-students/application-admission">http://www.camins.upc.edu/foreign-students/application-admission</a> and <a href="http://www.camins.upc.edu/estudis">http://www.camins.upc.edu/estudis</a> for detailed information.</li> <li>• Information about <b>registration</b>: Once the students have been accepted, we will send an e-mail with detailed information about their registration.</li> </ul>

LANGUAGE OF INSTRUCTION	<ul style="list-style-type: none"> <li>Information about <b>courses in English, Spanish, Catalan</b>: Please visit our website in order to find updated information. You can find the list of courses offered in English, the number of credits of each course and the semester they are taught at: <a href="http://www.camins.upc.edu/foreign-students">http://www.camins.upc.edu/foreign-students</a></li> <li><b>Language preparation courses</b> are offered for international students, both in Catalan (<a href="http://www.upc.edu/sli/?set_language=en">http://www.upc.edu/sli/?set_language=en</a>) and Spanish (<a href="http://www.meritschool.com/ca/?portfolio=upc-campus-nord-2">http://www.meritschool.com/ca/?portfolio=upc-campus-nord-2</a>)</li> </ul>
STUDENTS AND STAFF WITH DISABILITIES	<ul style="list-style-type: none"> <li>UPC can provide some support to welcome <b>students and staff with disabilities</b>; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.</li> </ul>
ORIENTATION WEEK FOR INTERNATIONAL STUDENTS	<ul style="list-style-type: none"> <li>UPC organizes an <b>Orientation Week for international exchange students</b> and/or <b>Welcome sessions for international masters students</b> at the beginning of their stay. Incoming students will receive information about it. The information is published at: <a href="http://www.upc.edu/sri/en/students/orientation-week">http://www.upc.edu/sri/en/students/orientation-week</a></li> </ul>

## 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 BARCELO 03	Beginning of June	End of October
	Please find all information related to application (enrolment criteria, admission procedure, confirmation of acceptance, academic calendar, etc.) at: <a href="http://www.camins.upc.edu/foreign-students/application-admission">http://www.camins.upc.edu/foreign-students/application-admission</a>	
HR ZAGREB01	10 May	10 November

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

2. The receiving institution will send its decision within [4-5] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [4-5] weeks after the assessment period has finished at the receiving HEI. Please note that some of our programs have only one annual academic assessment (in June), and thus, in such cases, incoming students coming for the first semester will only receive their Transcript of Records in July.

4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."

Students enrolled as of the date of termination will be permitted to complete their studies.

## F. Information

### 1. Grading systems of the institutions

UPC:

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-masters-degree-courses>

<http://doctorat.upc.edu/en/academic-management/frequently-asked-questions-faq>

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

In the case of Escola de Camins (ETSECCPB), the grading system for each Study will be specified in the specific section of the general regulations of the UPC, published on the following website:

<http://www.camins.upc.edu/estudis/normatives>

Faculty of Geotechnical Engineering:

For information about the grading system, see:

<http://www.unizg.hr/homepage/study-at-the-university-ofzagreb/academic-information/the-ects-system-and-student-progress-assessment/>

### 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	Ana Barbarić, Ms Telephone: +385 1 46 98 165 E-mail: <a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a>	<a href="http://www.unizg.hr/homepage/international-exchange/staff-mobility/international-relations-contacts/international-relations-office-of-the-university/">http://www.unizg.hr/homepage/international-exchange/staff-mobility/international-relations-contacts/international-relations-office-of-the-university/</a>
E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	<a href="https://www.upc.edu/sri/en/students">https://www.upc.edu/sri/en/students</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
HR ZAGREB01	Ana Barbarić, Ms Telephone: +385 1 46 98 165 E-mail: <a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a>	<a href="http://www.unizg.hr/homepage/international-exchange/staff-mobility/international-relations-contacts/international-relations-office-of-the-university/">http://www.unizg.hr/homepage/international-exchange/staff-mobility/international-relations-contacts/international-relations-office-of-the-university/</a>
E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a>	<a href="https://www.upc.edu/sri/en/students">https://www.upc.edu/sri/en/students</a> In concrete, for insurance:



	telephone: (+34)- 93 401 69 37	<a href="https://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/health-insurance/health-insurance">https://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/health-insurance/health-insurance</a>
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#### 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	<a href="mailto:vlado.levak@sczg.hr">vlado.levak@sczg.hr</a> Faculty of Geotechnical Engineering: Anita Ptiček Siročić, Ph.D, Assistant Professor, ECTS coordinator Telephone: + 385 42 408 957 Fax: + 385 42 313 587 e-mail: <a href="mailto:anita.pticek.sirocic@gfv.hr">anita.pticek.sirocic@gfv.hr</a>	<a href="http://www.unizg.hr/suradnja/medunarodna-suradnja/sluzbe-potpore/studentski-centar-poslovnica-za-smjestaj/">http://www.unizg.hr/suradnja/medunarodna-suradnja/sluzbe-potpore/studentski-centar-poslovnica-za-smjestaj/</a>  <a href="http://www.scvz.unizg.hr/varazdin/smjestaj/q23">http://www.scvz.unizg.hr/varazdin/smjestaj/q23</a>
E BARCELO03	In general: International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	<a href="https://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/accommodation">https://www.upc.edu/sri/en/students/international-students/before-coming-to-upc/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
HR ZAGREB01	Ranko Biondić, Ph.D, Associate Professor  - Dean of the Faculty of Geotechnical Engineering UNIVERSITY OF ZAGREB	05.12.2016.	 
E BARCELO03	Prof. Pedro Díez Director Barcelona School of Civil Engineering (Escola de Camins, ETSECCPB) UNIVERSITAT POLITÈCNICA DE CATALUNYA	13/12/2016	  Escola Tècnica Superior d'Enginyers de Camins anals i Ports de Barcelona 

<sup>7</sup> Scanned signatures are accepted

