



Erasmus+ Programme

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

Inter-institutional agreement 2018/19-2020/21¹ 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)
SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE	MK SKOPJE01	Institutional Erasmus Coordinator: Prof. Gordana Josifova Nedelkovska Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje, Republic of Macedonia Tel: (+389 2) 3293 206 E-mail: G.Josifova@ukim.edu.mk	www.ukim.edu.mk
FACULTY OF CIVIL ENGINEERING		Erasmus Coordinator at the Faculty of Civil Engineering: Prof. Todorka Samardzioska, PhD Vice-Dean for science and international cooperation Tel: +38923116066/149 E-mail: samardzioska@gf.ukim.edu.mk	www.gf.ukim.edu.mk

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.

<p>Sveučilište u Zagrebu (University Of Zagreb)</p> <p>Geotehnički fakultet (Faculty Of Geotechnical Engineering)</p>	<p>HR ZAGREB01</p>	<p><u>For questions related to the international affairs policy, institutional collaboration and the content of the Erasmus agreement :</u></p> <p>Ida Ogulinac Telephone: +385 1 46-98-128 e-mail: erasmus.coordinator@unizg.hr</p> <p><u>For questions related to the mobility of students (admissions, learning agreements, registration, transcripts of records, certificates, etc):</u></p> <p>Anita Ptiček Siročić, Ph.D, Assistant Professor, ECTS coordinator Hallerova aleja 7 HR-42000 Varaždin, Croatia Telephone: + 385 42 408 957 Fax: + 385 42 313 587 e-mail: anita.pticek.sirocic@gfv.hr</p>	<p>http://www.unizg.hr/hompage/international-exchange/staff-mobility/international-relations-contacts/international-relations-office-of-the-university/</p> <p>http://www.gfv.unizg.hr/en/index.html</p>
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B. Mobility numbers³ 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	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
MK SKOPJE01	HR ZAGREB 01	0732: Building and civil engineering	Geotechnical and Civil Engineering	1 st , 2 nd	4 x 6 month = 24	0
HR ZAGREB 01	MK SKOPJE01	0732: Building and civil engineering	Geotechnical and Civil Engineering	1 st , 2 nd	4 x 6 month = 24	0

[*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

³ 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>)

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 *
MK SKOPJE01	HR ZAGREB 01	0732: Building and civil engineering	Geotechnical and Civil Engineering	2 x 5 days = 10 days	0
HR ZAGREB 01	MK SKOPJE01	0732: Building and civil engineering	Geotechnical and Civil Engineering	2 x 5 days = 10 days	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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies	Staff Mobility for Teaching
MK SKOPJE01		Macedonian*	English (selected courses)	B1	B2
HR ZAGREB 01		Croatian	English	B2	B2

* Ss. Cyril and Methodius University in Skopje organizes Macedonian language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme).

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

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>

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.

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

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	15 May	15 November
HR ZAGREB01	10 May	10 November

HR ZAGREB01 important: students that require a VISA are strongly advised to apply and send their documents one month prior to the deadline since the Visa application process may take several weeks or even months.

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

2. The receiving institution will send its decision within 5 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

MK SKOPJE01: Ss. Cyril and Methodius University in Skopje grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F	5	Fail
E	6	Sufficient
D	7	Satisfactory
C	8	Good
B	9	Very Good
A	10	Excellent

ECTS – credits: 60per year/30 per semester

HR ZAGREB01:

Faculty of Geotechnical Engineering:

For information about the grading system, see:

<http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en
HR ZAGREB01	Ana Barbarić, Ms Telephone: +385 1 46 98 165 E-mail: incoming@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/

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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en
HR ZAGREB01	Ana Barbarić, Ms Telephone: +385 1 46 98 165 E-mail: incoming@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/



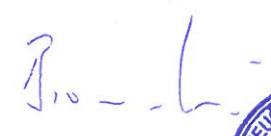

4. Housing

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
MK SKOPJE01	I.Bogoevski@ukim.edu.mk	
HR ZAGREB01	vlado.levak@sczg.hr 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: anita.pticek.sirocic@gfv.hr	http://www.unizg.hr/suradnja/medunarodna-suradnja/sluzbe-potpore/studentски-centar-poslovnica-za-smjestaj/ http://www.scvz.unizg.hr/varazdin/smjestaj/g23

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵ and stamp
MK SKOPJE01	Prof. Gordana Josifova-Nedelkovska Vice-Rector for International Cooperation	21-02-2017	 
HR ZAGREB01	Ranko Biondić, Ph.D, Associate Professor - Dean of the Faculty of Geotechnical Engineering UNIVERSITY OF ZAGREB	02-03-2017	 

⁵ Scanned signatures are accepted