



Erasmus+ Programme

Key Action 1 - Mobility for learners and staff - Higher Education Student and Staff Mobility Inter-institutional agreement 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)
Sveučilište u Zagrebu (University of Zagreb) Filozofski fakultet (Faculty of Humanities and Social Sciences)	HR ZAGREB 01	Institutional coordinator: Ida Ogulinac (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-128 Faculty of Humanities and Social Sciences Department of Archaeology ECTC coordinator: Iva Kaić tel: ++ 385 1 6060 777 Email: mobilnost-arh@ffzg.hr ; ikaic@ffzg.hr Department of Information and Communication Sciences Mrs. Željka Miklošević, PhD mobilnost-inf@ffzg.hr zmiklose@ffzg.hr ; Tel: +385-1-4092348 Department of Linguistics Tel: +385-1-4092-048, e-mail: mobilnost-lingv@ffzg.hr Office for International Cooperation: tsveljo@ffzg.hr Phone: ++ 385 1 4092 266; Fax: ++ 385 1 6156 879;	http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-and-studies/ http://www.ffzg.unizg.hr/international/
Yildiz Technical University Faculty of Art Department of Art	TR ISTANBU07	Institutional Coordinator: Prof. Dr. Bayram Ali Ersoy Tel: +90 212 383 5650 E-mail: erasmus@yildiz.edu.tr Departmental Coordinator: Dr. Öğr. Üyesi İsmail Erim GÜLAÇTI Tel: +90 212 383 5073 Email: egulacti@yildiz.edu.tr	www.yildiz.edu.tr www.eu.yildiz.edu.tr/en www.bologna2018.yildiz.edu.tr

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.

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	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships
TR ISTANBU07	HR ZAGREB 01	0222 0322 0232	Archeology and Museology Linguistics and Literature	1 st and 2 nd 2 nd	3 (3x6 months) = 18	Only by individual agreement
HR ZAGREB 01	TR ISTANBU07	0222 0322 0232	Archeology and Museology Linguistics and Literature	1 st and 2 nd 2 nd	3 (3x6 months) = 18	

* 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
TR ISTANBU07	HR ZAGREB 01	0222 0322 0232	Archeology and Museology Linguistics and Literature	3 staff - 5 days	
HR ZAGREB 01	TR ISTANBU07	0222 0322 0232	Archeology and Museology Linguistics and Literature	3 staff - 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 instruc- tion 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		Croatian	English	B2 (OBLIGATORY)	B2
TR ISTANBU07		Turkish	English	B2 (OBLIGATORY)	B2

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

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
Orientation meeting at Faculty of Humanities and Social Sciences is compulsory for incoming students

TR ISTANBU07

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module:
<https://ytuerasmus.yildiz.edu.tr/>
- YTU provides infrastructure for welcoming students and staff with special needs.

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
TR ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December

[* 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://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/>

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>

TR ISTANBU07:

<http://www.bologna2018.yildiz.edu.tr/index.php?r=institution/grading>

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://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
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.		
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178

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://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178

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://www.unizg.hr/homepage/international-exchange/exchange-students/student-counselling-and-support-services/housing/
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴ and stamp
HR ZAGREB 01	Dean Prof Vesna Vlahović – Štetić, PhD	2018/ 17/12/	 
TR ISTANBU07	Prof. Dr. Murat SARI Institutional Coordinator	11.12.2018	 

* 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

⁴ Scanned signatures are accepted

